ProgressBook StudentInformation Import Export Guide

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Change Log

The following Change Log explains by Product Version, Heading, Page and Reason where changes in the *ProgressBook StudentInformation Import Export Guide* have been made.

Product Version	Heading	Page	Reason
14.7.0	Entire Guide	N/A	Removed/updated references to the retired *ProgressBook StudentInformation General Use Guide*.
14.6.7	*"PreIdent for Science and Social Studies"*	111	Updated procedure and image to show new option to **Create Separate Files for AASWD and OCBA** and new **File Download Options** section.
14.6.5	*"PreIdent for PARCC"*	106	Added note indicating which courses display in the multi-select lists.
14.6.5	"PreIdent for PARCC Student Registration File"	N/A	Removed section.
14.6.4	*"PreIdent for Science and Social Studies"*	111	Added section.
14.6.2	"PreIdent for PARCC Student Registration File"	N/A	Added section.
14.5.2	*"PreIdent for KRA"*	109	Added section.
14.5.0	*"STUFEES Export"*	121	Updated image to show renamed multiselect lists.
14.4.3	*"Home School Import – Course History"*	12	Corrected file format errors.
14.4.3	*"Special Education Import (SpS)"*	24	Removed **Reporting Period** field description and updated image.
14.4.3	*"Home School Export – Course History"*	49	Corrected file format errors.
14.3.0	*"Home School Import – Course History"*	12	Added **IsDualCredit** and **IsCollegePrep** rows to file layout.
14.3.0	*"Home School Export – Course History"*	49	Added **IsDualCredit** and **IsCollegePrep** rows to file layout.
14.3.0	*"eTranscripts"*	155	Updated image and procedure to reflect change in menu structure. Added sections for new **GPA Set Options (FJ)** screen and **Graduation Core Summary Record (GC)** screen.
14.2.2	*"PreIdent for Ohio Online Field Test"*	107	Added section.
14.2.1	*"Pre-Identification Export"*	86	Added general explanation of pre-identification exports.

Product Version	Heading	Page	Reason
14.2.1	*"PreIdent for PARCC"*	106	Added section.
14.2.0	Global	N/A	Updated Heading 1, 2 and 3 formats to match ProgressBook Suite formatting. Removed outline numbers to conform to heading format of the ProgressBook Suite. Removed import/export icons to match ProgressBook Suite formatting.
14.2.0	"Import/Export Documentation Key"	N/A	Removed section because the icons are no longer included in the guide.
14.2.0	*"Pre-Identification Export"*	86	Updated Riverside ITBS export section to reflect new screen shots and rewrote section as procedural steps.
14.2.0	*"eTranscripts"*	155	Added section.
14.0.0	*"Special Education Import (SpS) – Student Attributes (FD)"*	27	Updated section to include Section 504 information.

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Import/Export Overview

StudentInformation needs to be able to exchange data in order to provide both import and export capabilities. The method of data exchange selected for each import/export will be based on the best method for the task to be accomplished. The following methods are ways that data can be exchanged using StudentInformation.

File Upload – Import

End user can use their web browser to upload a file from their computer into StudentInformation. The file can then either be processed immediately or made available to an ITC staff member for processing.

An example of this would be where a school uses an electronic grade book package. The school uses the mechanism provided by the grade book package to generate a text file containing student marks in the LOAGRADE format. Once this file is created, the user would go into StudentInformation and navigate to the import student marks page. They would be prompted to upload their file. StudentInformation would take the uploaded file then process it and load the marks. The user would be provided with a report of the completed process.

File Download – Export

The end user can download a file directly to their computer from StudentInformation. This action requires no interaction from an ITC staff member.

An example of this could be that a user needs to have student demographic data information to use in a customized report they are creating. They would navigate to the student demographic data page, use the filters to select the desired students, specify the format of the file and specify the fields to be included in the download file.

Understanding the Import/Export Module

StudentInformation will support the following export formats:

- Comma Separated
- Tab delimited
- Excel (HTML)
- Fixed Length
- XML

COMMA SEPARATED is usually used as a delimited character to separate each field in a file. With this format, the default option is to place quotes around fields that contain text values. These files will end with the extension of CSV as the default but the user may change the extension to his/her specification.

TAB DELIMITED formatted files use a TAB character to separate each field within the file. These files end in the extension TXT as the default but the user may change the extension to one of their own choosing.

NEW VERSIONS of Microsoft Excel can successfully import data stored in an HTML table format. For this reason and greater flexibility, the Excel export format will be done using HTML table tags. These files will end with the extension XLS. If deemed necessary at a later time, this option can be revisited and additional formats such as XML or native Excel formats can be added to the list of available download options.

FIXED LENGTH export format is used for a number of legacy applications expecting to import and export data in a fixed length format. In this format each line of the file is the same length (padded with spaces if necessary) and each field in the file has a designated starting position and length. The padding will default to spaces being used but the user may choose a different character/number to be used as padding. The padding will be on the right by default but the user may change it to default to the left if needed. If the data in StudentInformation exceeds the available length for the field, then the data is truncated. These files will end with the extension SEQ as the default but the extension may be changed by the user to the user's specification. Many of the EMIS data files are formatted in this way.

XML format produces a file with the necessary XML tags.

Miscellaneous Items

Data in many of the exported data fields may contain carriage return and/or line feed characters. In addition apostrophes and commas may be present in data fields as well. The presence of any of these characters may cause problems in the importation of data by a third party and/or external application. Therefore, any such characters must be removed in these instances, as they conflict with the file format and will result in errors for the application processing the file or the vendor receiving the file.

Specific Export File Formats

Several file formats that have been used in SIS and DSL in the past will continue to be supported. Those file formats have specific fields, and formatting for their particular needs. Those formats that have been included at the time of the release will be listed here, but the list will continue to grow as StudentInformation continues development.

Import Formats

ATT2SIS Import

Navigation: Home – Management – Import/Export – ATT2SIS Import

The ATT2SIS Import format will be used to load data from a sequential file to attendance records. Schools take attendance in a variety of ways outside of the existing StudentInformation application. Therefore there needs to be a way available to import the attendance information from those outside applications. If the applications can

produce a file in the following format, then the file can be imported into StudentInformation.

The file needs to be of fixed width, left justified with spaces for padding. The user needs to be able to assign the filename of ATT2SIS.TXT to the file. The import will include all records found in the external application. The ATT2SIS Import accepts the following format with the starting points and lengths of fields in parentheses.

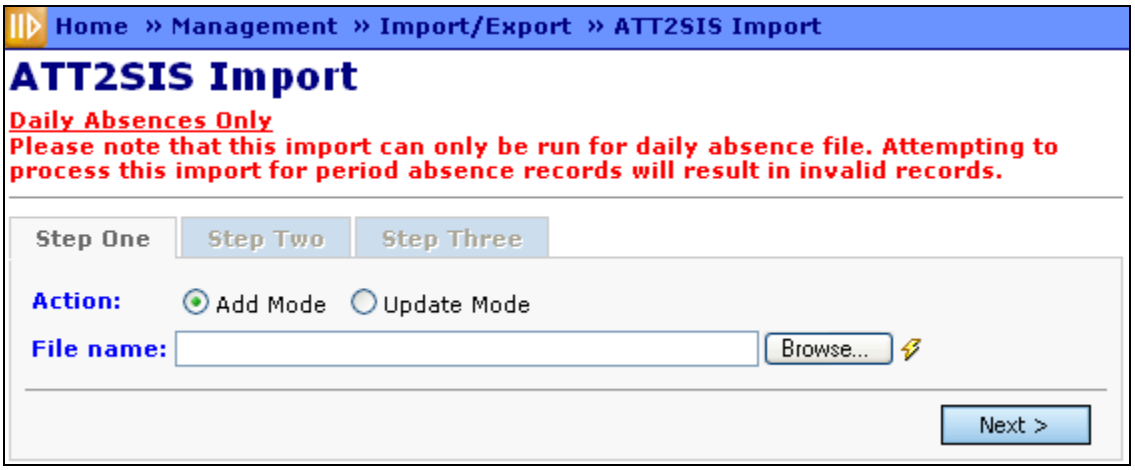
- Student ID (1, 9)
- Absence Date (10, 8) (format is yyyymmdd)
- Absence Type (18, 4) (up to four-letter Absence Type Code, defined in StudentInformation)
- Absence Time (22, 8) (format is HH:MM followed by a space and AM or PM)
- Absence A.M./P.M. (30, 1) (valid values are A [a.m.], P [p.m.] and space [full day])
- Absence Reason (31, 1) (only importing if Absence Reason Code is one letter)
- Absence Note (32, 1) (one-letter Absence Note Code, defined in StudentInformation)

The ATT2SIS Import also accepts the following format:

- Student ID (1, 9)
- Absence Date (10, 8) (format is yyyymmdd)
- Absence Type (18, 1) (one-letter Absence Type Code, defined in StudentInformation)
- Absence Time (19, 8) (format is HH:MM followed by a space and AM or PM)
- Absence A.M./P.M. (27, 1) (valid values are A [a.m.], P [p.m.] and space [full day])
- Absence Reason (28, 1) (only importing if Absence Reason Code is one letter)
- Absence Note (29, 1) (one-letter Absence Note Code, defined in StudentInformation)

Step One

Daily Absence Only – Please note that this import can only be run for daily absence file. Attempting to process this import for period absence records will result in invalid records.

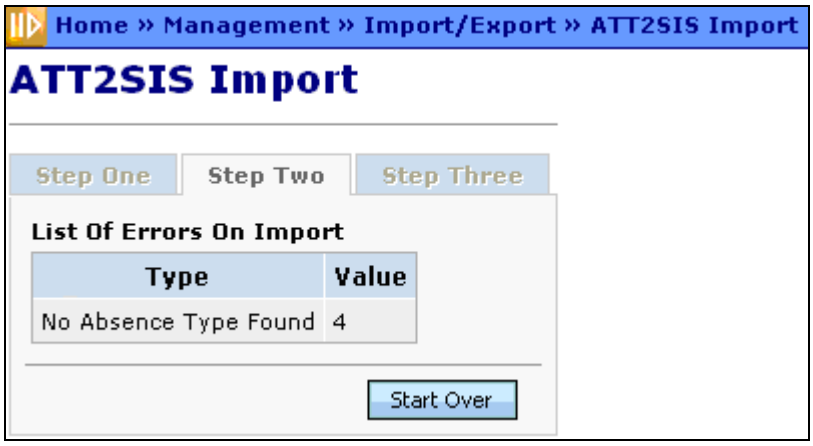

Home » Management » Import/Export » ATT2SIS Import
ATT2SIS Import
Daily Absences Only
Please note that this import can only be run for daily absence file. Attempting to process this import for period absence records will result in invalid records.
Step One
Step Two
Step Three
Action:
Add Mode
Update Mode
File name:
Browse...
Next >

File Name:/Browse – Browse to the location of the File Name to be imported.

Next> – Process the file selected and go to Step Two.

Step Two

In Step Two, you will be presented with the List of Errors on Import. If no errors are found, you will skip Step Two and proceed directly to Step Three.



Type – Indicates the Type of error. Step Two will check for valid data for Student ID, Absence Date, Absence Type, Absence Time and Absence Reason. Error Types include:

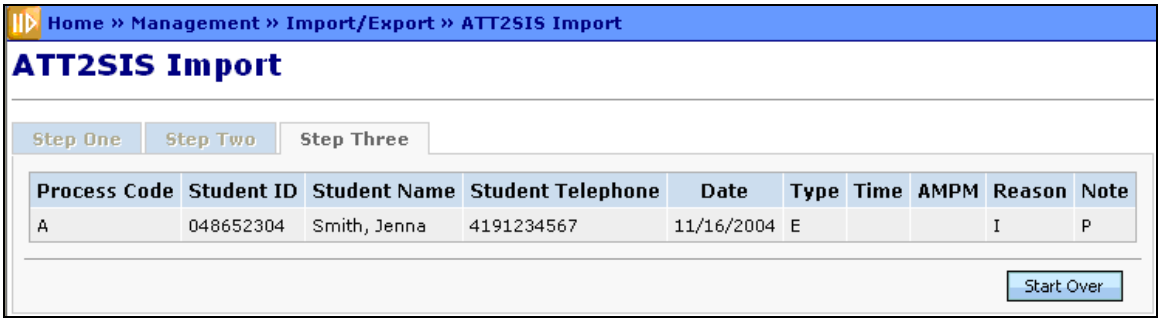
- No Student Number Found
- No Absence Type Found
- No Absence Reason Found

Value – Value of Student ID, Absence Date, Absence Type, Absence Time or Absence Reason that is causing the error.

Start Over – Start Over and go back to Step One. You must correct the errors in the ATT2SIS.txt file before you can go to Step Three of the ATT2SIS Import.

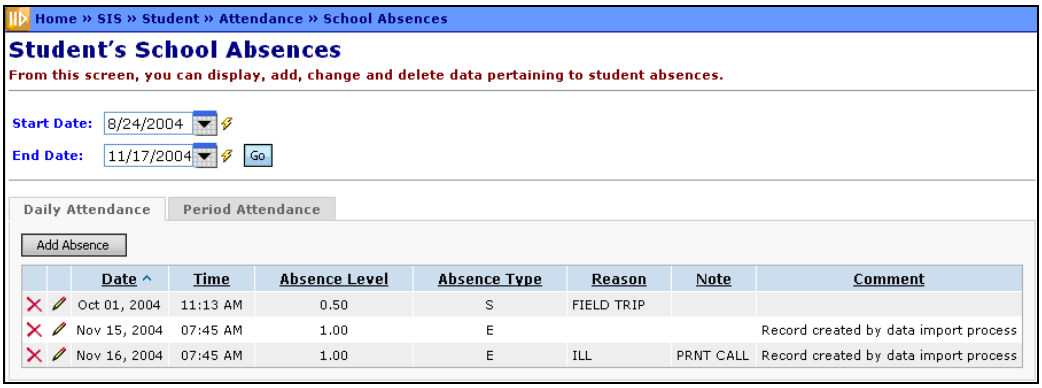
Step Three

Step three will show you the attendance record(s) that have been processed.



Start Over – Start Over and go back to Step One to process another ATT2SIS.txt file.

Attendance records processed through the ATT2SIS Import process will be notated as "Record created by data import process" in the Student's School Absences.


Home » SIS » Student » Attendance » School Absences
Student's School Absences
From this screen, you can display, add, change and delete data pertaining to student absences.
Start Date: 8/24/2004
End Date: 11/17/2004
Go
Daily Attendance
Period Attendance
Add Absence
Date
Time
Absence Level
Absence Type
Reason
Note
Comment
Oct 01, 2004 11:13 AM 0.50 S FIELD TRIP
Nov 15, 2004 07:45 AM 1.00 E Record created by data import process
Nov 16, 2004 07:45 AM 1.00 E ILL PRNT CALL Record created by data import process

State Student ID Import

Navigation: Home – Management – Import/Export – State Student ID Import

All students in the state of Ohio must have a state assigned unique identifier number to facilitate anonymous reporting when districts report data to the state EMIS reporting system. The state wide ID provided by a third party system reports an existing ID for a student if one exists and creates new identifiers for students that cannot be matched to existing records in its system.

StudentInformation will create an export file (see section 2A. State Student ID Export for the file format) to be sent to the third party for processing. The vendor processes the file, provides the student with a State Student ID in the original file and returns the file for importing. The State Student ID is appended at the first position in the file for each student row.

The file layout is a comma delimited file, left justified. The default name given to the file by the third party vendor will be in the format of: (ITC name OR School District IRN) (Date as yyyymmdd). An example of the filename would be NOACSC20040203.TXT.

The user can then import this file and the State Student IDs from the third party vendor will be imported into StudentInformation.

FS Records and Missing SSIDs

Students could have multiple FS records with missing SSIDs. The State Student ID Import will update multiple FS records if:

- The most recent FS record is missing SSID.
- The record prior to the most recent FS record is also missing an SSID.
- All records prior to the most recent record missing an SSID until it finds a record with a non-blank value for SSID.

Example 1: In this example, the 8/1 FS record and 7/15 FS record would get the SSID loaded when the import is processed:

- 8/1/2008 FS record – no SSID
- 7/15/2008 FS record – no SSID
- 7/1/2008 FS record – SSID

*Example 2: I*n this example, only the 8/1 FS record would get the SSID loaded when the SSID Import is processed because the 7/15 FS record already has an SSID. The 7/1 FS record is missing an SSID, however the SSID that should be filled in there is the one from the 7/15 record. This will need to be corrected manually.

- 8/1/2008 FS record – no SSID
- 7/15/2008 FS record – SSID
- 7/1/2008 FS record – no SSID

Home » Management » Import/Export » State Student ID Import
State Student ID Import
Please select the State Student ID file to import.
File name:
Browse...
Verify

File name:/Browse – Browse to the location of the File Name to be imported.

Verify – Execute the Import. The verification messages will include a Result Code (translation shown in the following table). The most current result codes can be found in the SSID User Manual located at https://www.ohiossid.com/ssid_help_control.asp .

Result Code	Description	Possible Reason for Outcome
A	No Match Exists – New SID Assigned	Attributes provided do not match existing record.
B	One Match Exists – SID Returned	Attributes provided match one existing record.
C	Multiple Matches Exist – New SID Not Assigned	Attributes provided match two or more existing records and uniqueness cannot be determined.
D	SID and 4 attributes Do Not Exist – No Records Updated	Attributes provided do not match existing record.
E	One Match Exists – SID Record Updated	Attributes provided match one existing record and attributes are updated.
F	Missing or Invalid Data	One or more edit check failures.
M	SID Inactive – Correct SID Returned	SID submitted is inactive and valid SID is returned.
N	Attributes of the Valid SID do not match the Inactive SID	SID submitted is inactive and valid SID exists; however, last name, first name, date of birth or gender in the file do not match the attributes of the active (Valid SID).
P	No Match Exists – SID Not Returned	Attributes provided do not match existing record for those records with an Existing Student Code of Y.
R	New SID not assigned – Invalid Admission Reason Code.	Attributes provided do not match existing record; however new SID is not assigned because invalid Admission Reason Code submitted (6 or 7).
X	SID Inactivated	SID provided has been inactivated.

LOAGRADE Import

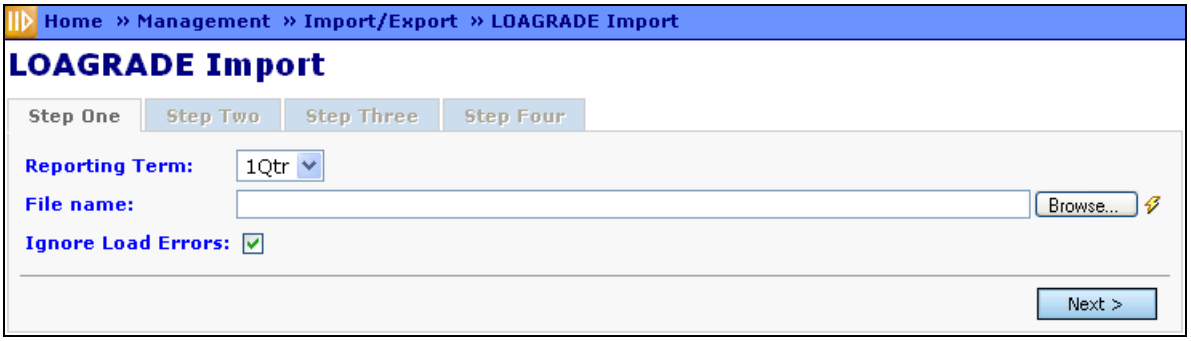
Navigation: Home – Management – Import/Export – LOAGRADE Import

Schools use a variety of third party grade book packages external to the StudentInformation application. Data may be transferred to StudentInformation if the grade book program can create a file in the following format. This process was called LOAGRADE in SIS and was used to convert the file created by the external grade book package into the CLIS records.

The file needs to be of fixed width and left justified with spaces for padding. The import will include all records found in the external application. The file layout will be as follows with the starting point of that field and the length in parenthesis.

- Marks – Course ID (1, 15)
- Marks – Course Section (16, 2)
- Filler – (18, 2)
- Marks – Student ID (20, 9)
- Marks – Comment One (29, 3)
- Marks – Comment Two (32, 3)
- Marks – Attendance (35, 3)
- Mark – One (38, 3)
- Mark – Two (41, 3)
- Mark – Three (44, 3)
- Mark – Four (47, 3)
- Marks – Work Habit (50, 1)
- Marks – Citizenship (51, 1)

Step One – Reporting Term and File Name



Reporting Term – Choose the correct Reporting Term from the drop-down list. The Reporting Terms are defined by building.

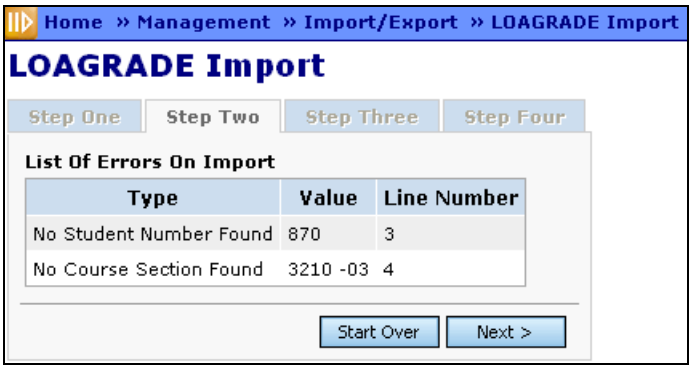
File name:/Browse – Browse to the location of the File Name to be imported. The file does not need a specific file name or extension.

Ignore Load Errors – If checked, the import process will display errors in Step Two and allow you to continue (which will load any records in the import file that do not have errors). If unchecked, the import process will not allow you to continue past Step Two if any records in the import file have errors.

Next> – Process the file selected and go to Step Two (or Step Three, if no errors are found).

Step Two – Errors

In Step Two, you will be presented with the List of Errors on Import. If no errors are found, you will skip Step Two and proceed directly to Step Three.



Type – Indicates the Type of error. Step Two will check for valid data for Course Sections, Course Section Marking Patterns, Students, Mark Values, Teacher Comments and Work Habits.

Error Type	Cause
No Course Section Found	The course section listed is not a valid, active course section in the current building and school year **OR** The course listed is not a valid, active course in the current building and school year.
No Student Number Found	The student number listed is not enrolled in the current building and school year.
No Student Course Section Assignment Found	The student number listed is not enrolled in the course section listed
No Mark Found	The mark listed is not a valid, active mark in the current building.
No General Comment One Found	The Comment listed is not a valid, active General Comment in the current building.
No General Comment Two Found	The Comment listed is not a valid, active General Comment in the current building.

Value – Indicates the value which caused the listed error.

Line Number – Indicates which line in the file included the listed value.

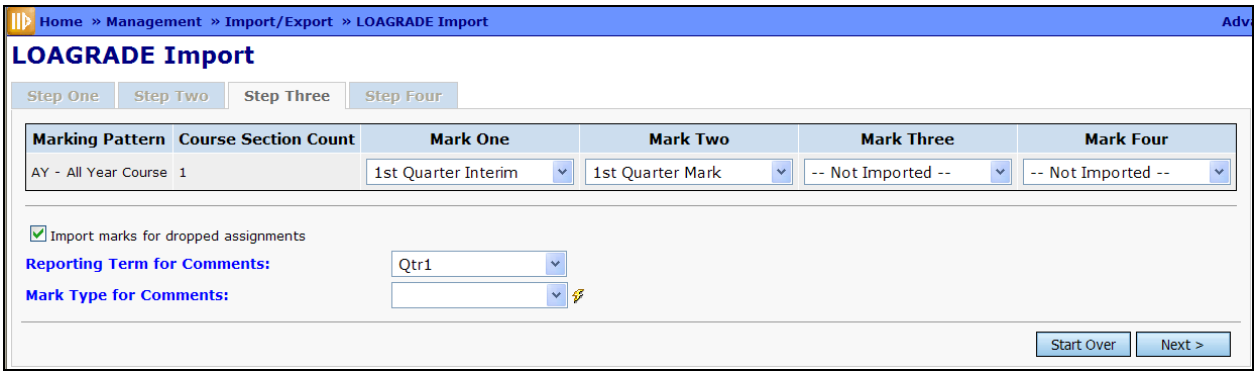
Please Note – If you did not check Ignore Load Errors, these errors must be fixed in the input file before you can proceed to Step Three. If you did check Ignore Load Errors, any errors listed will cause those records not to be loaded. Records without errors will be loaded.

Start Over – Start Over and go back to Step One

Next> – Ignore the records containing the listed errors, and process the remaining records. This button is only visible if you checked Ignore Load Errors in Step One.

Step Three – Marking Patterns

In Step Three, you will be asked to verify the Marking Patterns and make adjustments as necessary.



Marking Pattern – The Marking Pattern assigned to the Course Sections that are being imported. There could be multiple Marking Patterns present in a single LOAGRADE Import – All Year courses, Semester courses, Quarter courses, etc.

Course Section Count – The number of Course Sections listed in the import file which are linked to this particular Marking Pattern

Mark One – Import the first Mark in the import file into the selected Mark for the listed Marking Pattern.

Mark Two – Import the second Mark in the import file into the selected Mark for the listed Marking Pattern.

Mark Three – Import the third Mark in the import file into the selected Mark for the listed Marking Pattern.

Mark Four – Import the fourth Mark in the import file into the selected Mark for the listed Marking Pattern.

> ***Note:*** *The Mark One, Mark Two, Mark Three, and Mark Four can be changed as needed by choosing the correct mark from the dropdown list (this list is populated by default from the Marking Patterns defined in StudentInformation; see the ProgressBook StudentInformation Marks Guide for details).*

Import marks for dropped assignments (optional) – If checked, marks will be imported for students' dropped course section assignments. **Note:** Marks for removed course section assignments are not imported.

Reporting Term for Comments (optional) – Select a Reporting Term from this pull-down. Comments included in the LOAGRADE Import file will be loaded as Comments linked to the selected Reporting Term.

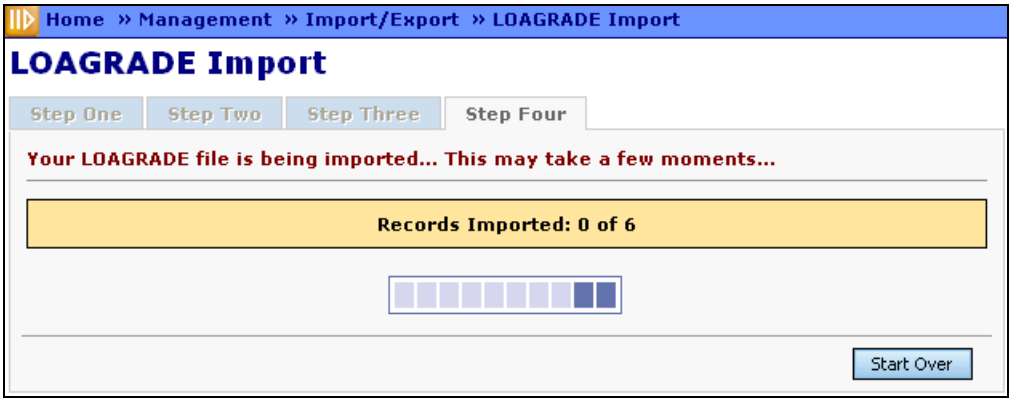
Mark Type for Comments (required) – Select the proper Mark Type for Comments. The Mark Type for Comments drop down will be populated with values that correspond with the chosen Reporting Term for Comments.

Start Over – Start Over and go back to Step One

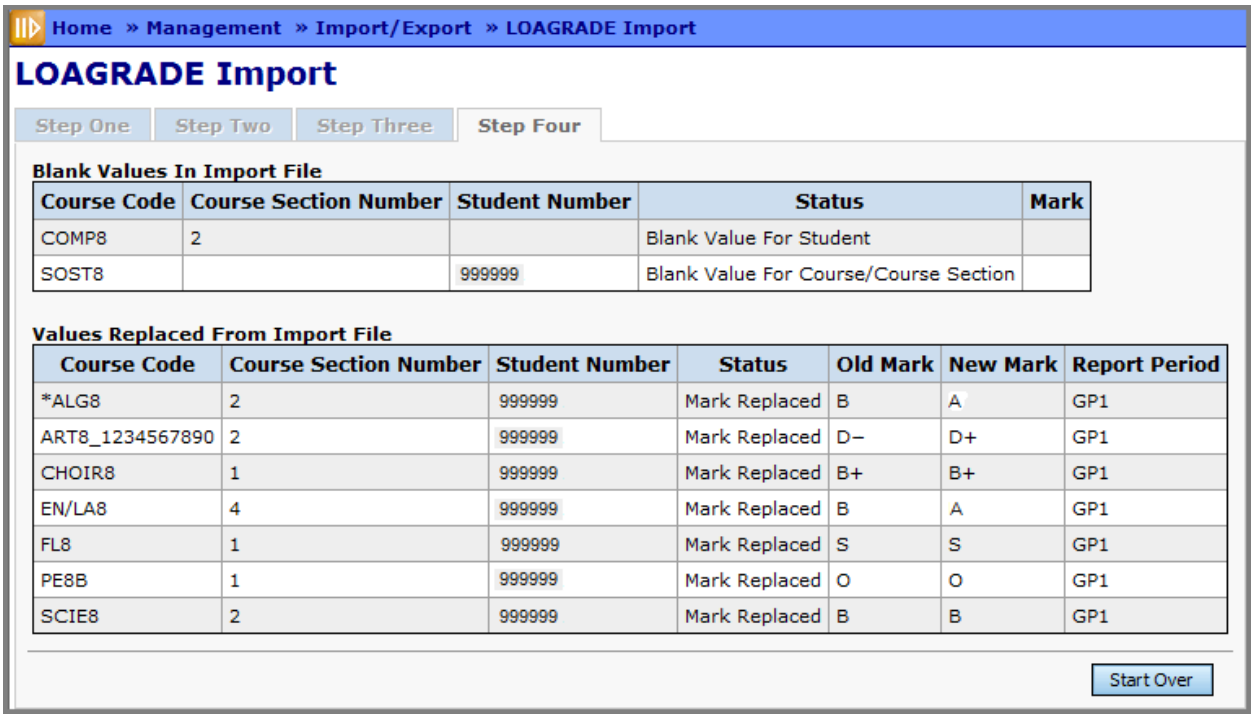
Next> – Process the file selected and go to Step Four. The processing step may take a few minutes – please notice the progress bar.

Step Four – Results

While the Import is processing, the user will see the following screen:


Home » Management » Import/Export » LOAGRADE Import
LOAGRADE Import
Step One
Step Two
Step Three
Step Four
Your LOAGRADE file is being imported... This may take a few moments...
Records Imported: 0 of 6
Start Over

Once processing is complete, the user will be presented with on-screen results of the import. These results will also be stored in a log file that the ITC will be able to access if needed.


Home » Management » Import/Export » LOAGRADE Import
LOAGRADE Import
Step One
Step Two
Step Three
Step Four
Blank Values In Import File
Course Code | Course Section Number | Student Number | Status | Mark
COMP8 | 2 | | Blank Value For Student |
SOST8 | | 999999 | Blank Value For Course/Course Section |
Values Replaced From Import File
Course Code | Course Section Number | Student Number | Status | Old Mark | New Mark | Report Period
*ALG8 | 2 | 999999 | Mark Replaced | B | A | GP1
ART8_1234567890 | 2 | 999999 | Mark Replaced | D– | D+ | GP1
CHOIR8 | 1 | 999999 | Mark Replaced | B+ | B+ | GP1
EN/LA8 | 4 | 999999 | Mark Replaced | B | A | GP1
FL8 | 1 | 999999 | Mark Replaced | S | S | GP1
PE8B | 1 | 999999 | Mark Replaced | O | O | GP1
SCIE8 | 2 | 999999 | Mark Replaced | B | B | GP1
Start Over

Blank Values in Import File – This area will display any records that contained blank values for student or course section. If marks selected for import are blank, they will be imported as blank marks in StudentInformation.

Values Replaced From Import File – Will display the records that were processed and marks updated. This will display any old marks that were replaced by the new marks, and the reporting period to which those marks were imported.

Start Over – Start Over and go back to Step One

Once the LOAGRADE Import has run successfully, the specific marks are updated on the student records. You can now proceed with any or all of the following: R703 Verification Sheets, Required Marks Entry, R702 Transcripts, R700 Report Cards, viewing grades on student records, etc.

> ***Note:*** *If the LOAGRADE process imports marks for a student who has been withdrawn from a particular course section, StudentInformation will not prevent those marks from being applied to that student and that course section.*

Home School Import

Navigation: Home – Management – Import/Export – Home School Import

Home School Import is used to transfer Course History, Attendance and Students data from a JVS to a Home School. Any school (not just Home Schools) can use the Home School Import.

StudentInformation will create an export file that can be imported to StudentInformation (see Home School Export), or a SIS extract can be performed and imported to StudentInformation. The file layouts are fixed width files with a header row (if exporting from StudentInformation). Note that some programs that generate files in these formats may use "@" as Filler instead of a space. Filler can consist of any character, so this will still work correctly.

Before beginning the import make sure you have a clear understanding of which marks are in the file. Open the file from the JVS and compare the file's content to the file layout so you know marks are contained in the file before importing the file.

Important note to Home School districts with multiple high schools: If a district has several high school buildings, the export file sent by the JVS will need to be separated into a separate file for each building. The file sent by the JVS is already sub-divided by building, so all you need to do is cut and paste into separate files.

Home School Import – Course History

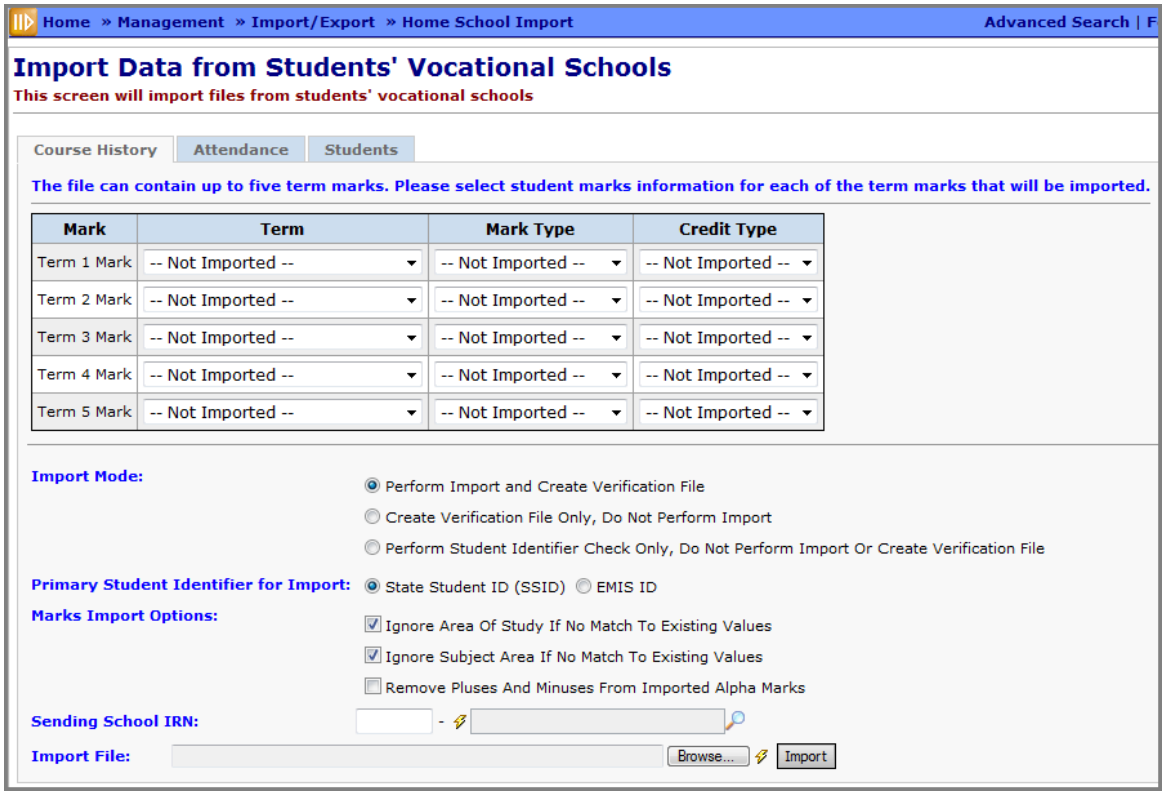
Navigation: Home – Management – Import/Export – Home School Import – Course History Tab

The Course History file layout must be as follows with the starting point of that field and the length in parenthesis. Default names are likely to be StudentMarks000000.SEQ (DASL) or ALIEN_MARK_XXXX.SEQ (JVSGRADASL), where 000000 is the Home School District IRN or XXXX is the home school four-letter code.

File Format

Field Name	Position	Description
StudentNumber	1 - 9	
GradeLevelCode	10 - 11	
LastName	12 - 29	
FirstName	30 - 43	
CalledName	44 - 51	
SSIDOrEMISID	52 - 60	
HomeSchoolCode	61 - 64	
SchoolYear	65 - 68	
Abbreviation	69 - 76	
SectionNumber	77 - 78	
CourseShortName	79 - 93	
CompletionDate	94 - 99	[Date, formatted yyyymm]
SchoolCode	100 - 103	
-- BLANK --	104 - 109	[Filler Field for School Abbreviation]
CourseGradeLevelCode	110 - 111	
-- BLANK --	112	[Filler Field for Course Grade Level Count]
InCumGPA	113	[Boolean, Y or N]
InCumCredit	114	[Boolean, Y or N]
-- BLANK --	115	[Filler Field for Language Code]
-- BLANK --	116 - 118	[Filler Field for Hours of Instructions]
-- BLANK --	119	[Filler Field for Level of Difficulty]
AreaOfStudy	120 - 122	
SubjectArea	123 - 125	
TransferCode	126	
MarkAlpha1	127 - 129	
MarkNumeric1	130 - 135	
AttemptedCredit1	136 - 146	[Decimal, formatted ###0.000000, right justified]
EarnedCredit1	147 - 157	[Decimal, formatted ###0.000000, right justified]
MarkAlpha2	158 - 160	
MarkNumeric2	161 - 166	
AttemptedCredit2	167 - 177	[Decimal, formatted ###0.000000, right justified]
EarnedCredit2	178 - 188	[Decimal, formatted ###0.000000, right justified]
MarkAlpha3	189 - 191	
MarkNumeric3	192 - 197	
AttemptedCredit3	198 - 208	[Decimal, formatted ###0.000000, right justified]
EarnedCredit3	209 - 219	[Decimal, formatted ###0.000000, right justified]

Field Name	Position	Description
MarkAlpha4	220 - 222	
MarkNumeric4	223 - 228	
AttemptedCredit4	229 - 239	[Decimal, formatted ###0.000000, right justified]
EarnedCredit4	240 - 250	[Decimal, formatted ###0.000000, right justified]
-- BLANK --	251 - 253	[Filler Field for Cumulative Mark]
-- BLANK --	254 - 256	[Filler Field for Exam Mark]
-- BLANK --	257 - 259	[Filler Field for Average Mark]
MarkAlpha5	260 - 262	
MarkNumeric5	263 - 268	
AttemptedCredit5	269 - 279	[Decimal, formatted ###0.000000, right justified]
EarnedCredit5	280 - 290	[Decimal, formatted ###0.000000, right justified]
LevelOfDifficulty	291 - 298	
CourseCode	299 - 314	
EMISSubject	315 - 320	
-- BLANK --	321 - 322	Filler
EMISSubjectAreaCredit	323 - 325	
-- BLANK --	326 - 330	Filler
CORESubjectArea	331 - 333	
-- BLANK --	334 - 341	Filler
CourseCredit	342 - 349	[Decimal, formatted 0.000000, right justified]
-- BLANK --	350 - 357	Filler
CreditRatioDenominator	358 - 360	[Integer, formatted ###0, right justified]
CreditFlex	361	
IsDualCredit	362	“Y” = 1 “N” = 0 “*” = null (blank)
IsCollegePrep	363	“Y” = 1 “N” = 0 “*” = null (blank)


Home » Management » Import/Export » Home School Import
Advanced Search | F
Import Data from Students' Vocational Schools
This screen will import files from students' vocational schools
Course History
Attendance
Students
The file can contain up to five term marks. Please select student marks information for each of the term marks that will be imported.
Mark
Term
Mark Type
Credit Type
Term 1 Mark
Term 2 Mark
Term 3 Mark
Term 4 Mark
Term 5 Mark
-- Not Imported --
Import Mode:
Perform Import and Create Verification File
Create Verification File Only, Do Not Perform Import
Perform Student Identifier Check Only, Do Not Perform Import Or Create Verification File
Primary Student Identifier for Import:
State Student ID (SSID)
EMIS ID
Marks Import Options:
Ignore Area Of Study If No Match To Existing Values
Ignore Subject Area If No Match To Existing Values
Remove Pluses And Minuses From Imported Alpha Marks
Sending School IRN:
Import File:
Browse...
Import

Select Reporting Term, Mark Type and Credit Type to use for each marks record imported. Note that when importing files created by the JVSGRADASL program in SIS/POISE, there is only rarely a Term 3 or Term 4 mark, and the Final is Term 5.

Import Mode (required) – You must choose one of the following Import Mode options:

- **Perform Import and Create Verification File** – Processing will import all valid records and also create the import verification file. The verification file will be named StudentMarksVerificationFile_xxxx.txt where xxxx is your building code.
- **Create Verification File Only, Do Not Perform Import** – Processing will only create the import verification file and not actually do any imports. The verification file will be named StudentMarksVerificationFile_xxxx.txt where xxxx is your building code. This option allows you to view the errors in the file and correct the errors before performing the actual import. **IMPORTANT!** It is strongly suggested that you run this option first to check for errors. This option will also perform the student identifier check.
- **Perform Student Identifier Check Only, Do Not Perform Import or Create Verification File** – Processing will only check the import records for a student match and show any students that did not match onscreen. It will not produce a verification file or import any records.

Student	Student Name	Error Message
088761	EVAN	Student not found
		Nothing will be imported

Primary Student Identifier for Import (required) – Choose State Student ID (SSID) or EMIS ID. The default is SSID. If the user chooses SSID, then the import will first try to match the student on SSID and if no match is found, it will try to find a match on the EMIS ID. If the user chooses EMIS ID, then the import will first try to match the student on EMIS ID and if not match is found, it will try to find a match on the SSID. If no SSID or EMIS ID match is found, the record is not imported, and an error record is added to the onscreen summary or verification file, depending on which option the user has chosen. **IMPORTANT!** Your selection will be determined by which ID the JVS used in the export file. You will want to import on the same selection that the JVS exported.

Marks Import Option (optional) – You may select one or more (or none) of these options:

- **Ignore Area of Study If No Match To Existing Values** – If selected, records with no match on Area of Study will still be imported, Area of Study will be left blank and an import verification message will be included. If not selected, records with no match on Area of Study will not be imported and an import verification message will be included.
- **Ignore Subject Areas If No Match To Existing Values** – If selected, records with no match on Subject Areas will still be imported, Subject Area will be left blank and an import verification message will be included. If not selected, records with no match on Subject Area will not be imported and an import verification message will be included.
- **Remove Pluses and Minuses from Imported Alpha Marks** – if selected, the import will "strip" the + or – from any imported alpha marks. For example, an A+ will become an A

Sending School IRN (required) – Enter the IRN of the school providing the Marks data to be imported. The entity name associated with the IRN will show in the adjacent disabled textbox. Click to open the ODE IRN Search page to browse for an IRN at ODE's website.

Import File (required) – Browse to the location of the file that you received from the JVS and save to your computer.

Import – Import Marks data from the import file. You must confirm (click **OK**) that you really want to import this information before the import completes.

Error Message	Cause/Resolution
Student not found	This is most frequently due to an EMIS ID or SSID mismatch between the JVS and home school. Change the incorrect EMIS ID or SSID at the incorrect building and re-export (or change the EMIS ID or SSID in the import file and re-import). ***Note:*** *If you ignore this error and continue on with the import, this student's marks will not be imported*

Error Message	Cause/Resolution
No matching mark found: X-	This is most frequently due to a JVS using plus and minus marks, and the home school using only letter marks. The usual resolution is to change the mismatched mark to a valid mark for the home school.
No matching Subject Area found: XYZ	This is most frequently due to a JVS having a subject area that the home school does not. The usual resolution for this is for the home school to add this subject area, and only use it in Home School Import for that JVS.
Could not calculate credit ratio for term #	This error means that the credit ratios cannot be calculated for the listed Terms. You may need to place these lines in a different file for importing into a single reporting term.

***Note**: If the grades imported from the JVS are numeric marks, the export file from the JVS will contain the numeric mark and alpha equivalent according to the Marks Maintenance scale set up at the JVS. So, if a student receives a numeric grade of 90.00 at the JVS and a 90.00 is equivalent to a mark of A at the JVS but a mark of B+ at the Home School, the 90.00 will be imported into the Home School equivalent to an A. In other words, the Home School Marks Maintenance scale is ignored.*

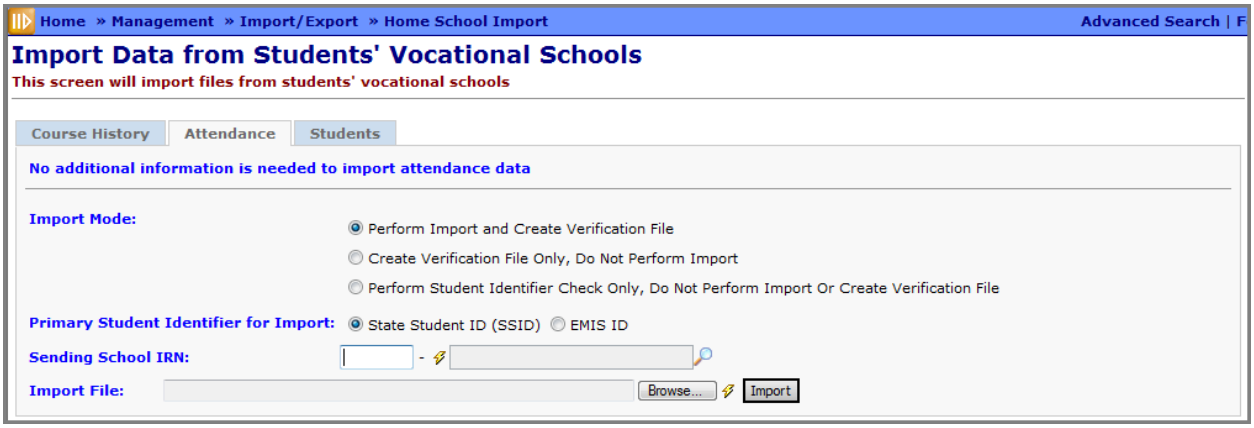
***Note**: The Home School Import will now match on course code and abbreviation when determining whether an incoming record matches an existing record.*

Home School Import – Attendance

Navigation: Home – Management – Import/Export – Home School Import – Attendance Tab

The Attendance file layout must be as follows with the starting point of that field and the length in parenthesis. Default names are likely to be StudentAttendance000000.SEQ (DASL) or ALIEN_ATTENDANCE_XXXX.SEQ (JVSGRADASL), where 000000 is the Home School District IRN or XXXX is the home school four-letter code.

- State Student ID (SSID) or EMIS ID – depending on 'Primary Student Id for Export' option selected (1, 9)
- School Year (10, 4)
- Report Term Code or Report Term Export Code – depending on 'Home School Term Format' option selected (14, 3)
- Absence Type (17, 1)
- Full Day Absences (18, 3)
- Half Day Absences (21, 3)
- Tardies (24, 3)
- Filler (27,12)
- Student Name (39, 30)


Home » Management » Import/Export » Home School Import
Advanced Search | F
Import Data from Students' Vocational Schools
This screen will import files from students' vocational schools
Course History
Attendance
Students
No additional information is needed to import attendance data
Import Mode:
Perform Import and Create Verification File
Create Verification File Only, Do Not Perform Import
Perform Student Identifier Check Only, Do Not Perform Import Or Create Verification File
Primary Student Identifier for Import:
State Student ID (SSID)
EMIS ID
Sending School IRN:
Import File:
Browse...
Import

Import Mode (required) – You must choose one of the following Import Mode options:

- **Perform Import and Create Verification File** – Processing will import all valid records and also create the import verification file. The verification file will be named StudentAttendanceVerificationFile_xxxx.txt where xxxx is your building code.
- **Create Verification File Only, Do Not Perform Import** – Processing will only create the import verification file and not actually do any imports. The verification file will be named StudentAttendanceVerificationFile_xxxx.txt where xxxx is your building code. **IMPORTANT!** It is strongly suggested that you run this option first to check for errors. This option will also perform the student identifier check.
- **Perform Student Identifier Check Only, Do Not Perform Import or Create Verification File** – Processing will only check the import records for a student match and show any students that did not match onscreen. It will not produce a verification file or import any records.

Student	Student Name	Error Message
088761	EVAN	Student not found
		Nothing will be imported

Primary Student Identifier for Import (required) – Choose State Student ID (SSID) or EMIS ID. The default is SSID. If the user chooses SSID, then the import will first try to match the student on SSID and if no match is found, it will try to find a match on the EMIS ID. If the user chooses EMIS ID, then the import will first try to match the student on EMIS ID and if not match is found, it will try to find a match on the SSID. If no SSID or EMIS ID match is found, the record is not imported, and an error record is added to the onscreen summary or verification file, depending on which option the user has chosen.

Your selection will be determined by which ID the JVS used in the export file. If the JVS exported by SSID, then you will need to do the import by SSID.

Sending School IRN (required) – Enter the IRN of the school providing the Attendance data to be imported. The entity name associated with the IRN will show in the adjacent disabled textbox. Click to open the ODE IRN Search page to browse for an IRN at ODE's website.

Import File (required) – Browse to the location of the File Name to be imported.

Import – Import Attendance data from the import file. You must confirm (click **OK**) that you really want to import this information before the import completes.

Error Message	Cause/Resolution
Student not found	This is most frequently due to an EMIS ID or SSID mismatch between the JVS and home school. Change the incorrect EMIS ID or SSID at the incorrect building and re-export (or change the EMIS ID or SSID in the import file and re-import). ***Note:*** *If you ignore this error and continue on with the import, this student's attendance will not be imported.*

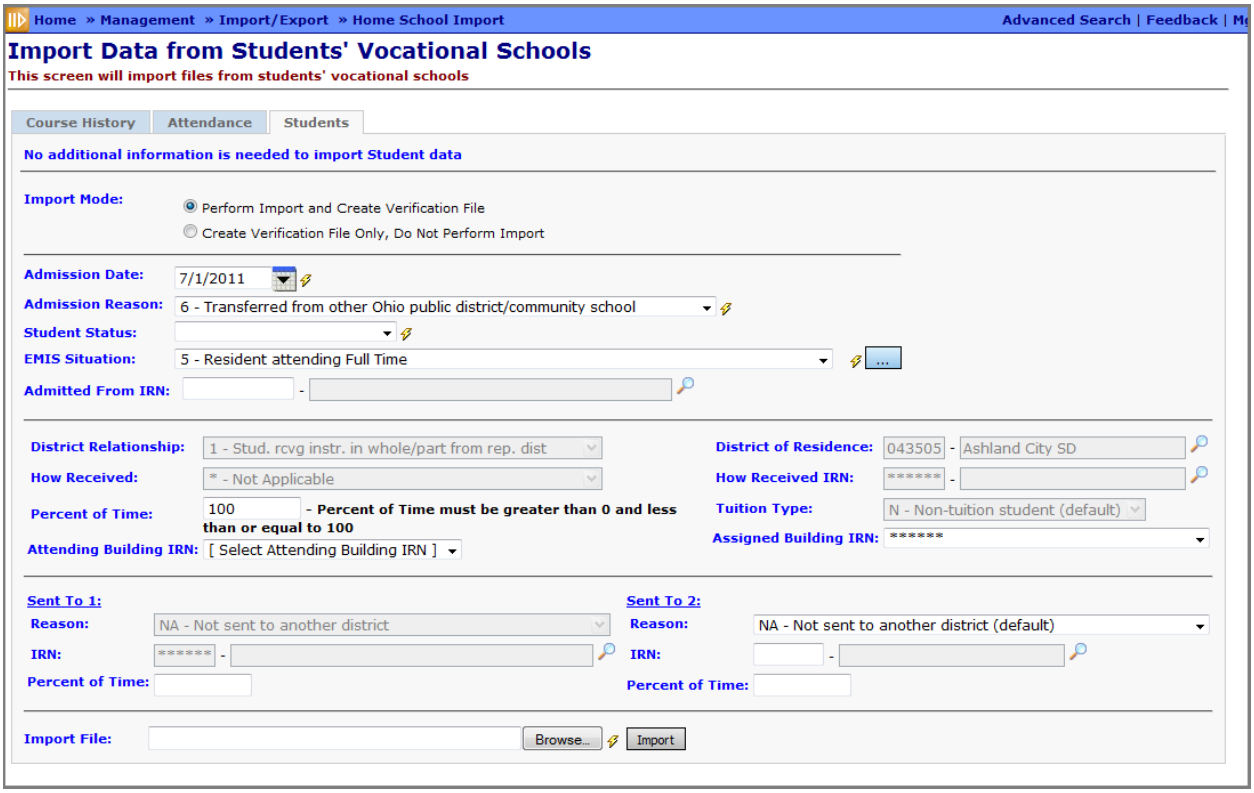
Home School Import – Students

Navigation: Home – Management – Import/Export – Home School Import – Students Tab

The Students file layout must be as follows in tab-delimited (.txt file) format.

Column Title	Characters	Comments
Social Security number		Numeric, xxxxxxxx format
Filler		
Last name	40	Required, alphanumeric
First name	40	Required, alphanumeric
Filler		
Filler		
Sex	1	Required, valid options are M or F
Birth date		Required, MM/DD/YYYY format
Local ethnicity	40	Alphanumeric, must match ethnicity name of receiving school
Grade		Required, XX format
Filler		
Filler		
Street address	40	Required, alphanumeric
City	40	Required, alphanumeric
State	2	Required, alphabetic, XX format, must be capital letters
Zip code	9	Required, numeric, 5 or 9 numbers
Phone	10	Numeric, (xxxxxxxxxx) or (xxx)xxx-xxxx format
Filler		
Contact type	40	Alphanumeric, must match contact type name of receiving school
Filler		
Contact name	40	Alphanumeric, will load into Last Name field only
Contact title		Valid options are Mr., Mrs., Ms. or Dr.
Filler		

Column Title	Characters	Comments
Filler		
Filler		
Contact street address	40	Alphanumeric
Contact city	40	Alphanumeric
Contact state	2	Alphabetic, must be capital letters
Contact Zip code	9	Numeric, 5 or 9 numbers can be used
State student ID	9	2 alphabetic and 7 numeric, must be capital letters
Filler		
Filler	6	
Filler		
Native language		XXX format, must be capital letters
Disadvantagement		Valid options are **, 1, 2 or 3
Filler		
Filler		
Filler		
Filler		
Filler		
Filler	6	Required, enter 123456
Filler		
Disability Code		Required; valid options are **, 01, 02, 03, 04, 05, 06, 08, 09, 10, 12, 13, 14, 15, or 16
Filler		
Home Language	4	XXX format, must be capital letters
Hispanic/Latino	1	Y or N; case sensitive
Race White	5	True or False, case sensitive
Race Black	5	True or False, case sensitive
Race Asian	5	True or False, case sensitive
Race American Indian	5	True or False, case sensitive
Race Pacific Islander	5	True or False, case sensitive
Summative Race	1	Required; valid options are H, M, W, B, A, I, or P; case sensitive


Home » Management » Import/Export » Home School Import
Advanced Search | Feedback
Import Data from Students' Vocational Schools
This screen will import files from students' vocational schools
Course History
Attendance
Students
No additional information is needed to import Student data
Import Mode:
Perform Import and Create Verification File
Create Verification File Only, Do Not Perform Import
Admission Date:
7/1/2011
Admission Reason:
6 - Transferred from other Ohio public district/community school
Student Status:
EMIS Situation:
5 - Resident attending Full Time
Admitted From IRN:
District Relationship:
1 - Stud. rcvg instr. in whole/part from rep. dist
How Received:
* - Not Applicable
Percent of Time:
100
- Percent of Time must be greater than 0 and less than or equal to 100
Attending Building IRN:
[Select Attending Building IRN]
District of Residence:
043505 - Ashland City SD
How Received IRN:
Tuition Type:
N - Non-tuition student (default)
Assigned Building IRN:
Sent To 1:
Reason:
NA - Not sent to another district
IRN:
Percent of Time:
Sent To 2:
Reason:
NA - Not sent to another district (default)
IRN:
Percent of Time:
Import File:
Browse...
Import

Smart Logic has been built into the page to perform checks on the field values based on the selected EMIS Situation. SMART Logic is indicated by a light colored background and the text “(changed by SMART)” and it assists the user in providing the correct field data.

Import Mode (required) – You must choose one of the following Import Mode options:

- **Perform Import and Create Verification File** – Processing will import all valid records and also create the import verification file. The verification file will be named StudentVerificationFile_xxxx.txt where xxxx is your building code.
- **Create Verification File Only, Do Not Perform Import** – Processing will only create the import verification file and not actually do any imports. The verification file will be named StudentVerificationFile_xxxx.txt where xxxx is your building code.

IMPORTANT! It is strongly suggested that you run this option first to check for errors. This option will also perform the student identifier check.

Note: *Changes made to EMIS Situation and the remaining fields on this tab are saved to the profiles of the imported students.*

Admission Date (required) – Choose the date the students will be admitted. This date must be between the first and last day of the school calendar year in context.

Admission Reason (required) – Select the reason the students will be admitted. If you select one of the following codes, you must enter a value in the Admitted From IRN field per EMIS requirements:

- 3 – Student transferred from nonpublic school in Ohio
- 6 – Transferred from other Ohio public district/community school
- 7 – Not newly enrolled in this school district

Otherwise, the Admitted From IRN field is not editable and defaults to ******.

Student Status (required) – Choose the appropriate status for the students.

EMIS Situation (required) – Choose from a drop-down list (or use the EMIS situation Wizard) validated against EMIS options file of all valid EMIS situations. Both the EMIS Situation number and description are displayed. If necessary, click to use the EMIS Situation Decision Tree Wizard to choose the correct situation. EMIS Situation defaults to the EMIS situation specified in the registration defaults for the building in context. If a district is in context, EMIS situation defaults to the EMIS situation specified in the registration defaults for the district. If no registration defaults are available, EMIS situation defaults to situation 5 (for regular districts or nonpublic schools), 302 (for JVS schools), 386 (for ESCs) or 258 (for community schools).

Admitted From IRN – If you selected 3, 6 or 7 in the Admission Reason field, enter the district in which the students were previously enrolled. Otherwise, if you selected any other value in the Admission Reason field, the Admitted From IRN field is not editable and defaults to ******.

Click to open the ODE IRN Search page. SMART logic will be invoked to help determine the correct value.

District Relationship (optional) – Select the appropriate educational relationship between the students being imported and the district. SMART logic will be invoked to help determine the correct value.

District of Residence (optional) – Enter the district of the legal residence of the students being imported. Click to open the ODE IRN Search page. SMART logic will be invoked to help determine the correct value.

How Received (optional) – Select how the students being imported arrived at the district. Smart validation requires that How Received be selected.

How Received IRN (optional) – Enter the district from which the students being imported are received. SMART logic will be invoked to help determine the correct value.

Percent of Time (optional) – Enter the average percent of time, for the week, that the students being imported participate in any instruction provided by a certified/licensed employee.

Tuition Type (optional) – Select the appropriate manner in which the students being imported are paying tuition to the reporting district. SMART logic will be invoked to help determine the correct value.

Attending Building IRN (required) – Enter the IRN of the building within the district that the students being imported attend between the effective dates, inclusive, of the record being reported. Click to open the ODE IRN Search page. SMART logic will be invoked to help determine the correct value. The Attending Building IRN can be a District IRN only when the value of How Received is one of the following:

6 – Non-Public (Services Only)
F – Career Assessment Only
I – Non-instructional, Supplementary, or Related Services
P – Court Placed Students, Excluding foster Care
T – Students Placed in Institutions, Non-Court Ordered
V – Pre-school, Evaluated Only, Found Ineligible

Assigned Building IRN (optional) – Enter the IRN of the building the students being imported would normally attend according to the standard district attendance policy. Click to open the ODE IRN Search page. SMART logic will be invoked to help determine the correct value.

Sent To 1 Reason (optional) – Select the reason the students being imported are sent to another district. SMART logic will be invoked to help determine the correct value.

Sent To 1 IRN (optional) – Enter the district to which the students being imported are sent. Click to open the ODE IRN Search page. SMART logic will be invoked to help determine the correct value.

Sent To 1 Percent of Time (optional) – Enter the average percent of time for the week that the students being imported participate in any instruction provided by an employee at a non-EMIS reporting entity.

Sent To 2 Reason (optional) – Select the reasons the students being imported are sent to another district if the student is sent to a second district.

Sent To 2 IRN (optional) – Enter the district to which the students being imported are sent if the student is simultaneously being sent to a second district. Click to open the ODE IRN Search page. SMART logic will be invoked to help determine the correct value.

Sent To 2 Percent of Time (optional) – Enter the average percent of time for the week that the student participates in any instruction provided by an employee at a non-EMIS reporting entity.

Import File (required) – Browse to the location of the File Name to be imported.

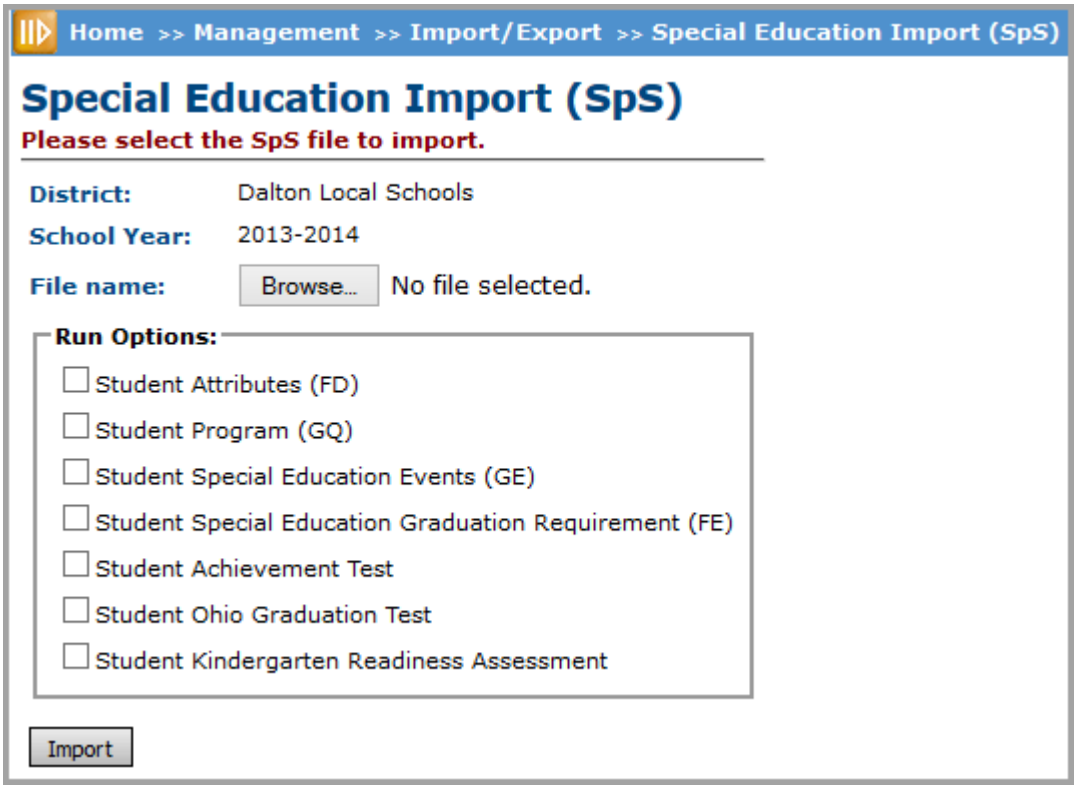
Import – Import Attendance data from the import file. You must confirm (click **OK**) that you really want to import this information before the import completes.

A list of all students in the import file that could not be imported is displayed. Trying to import students whose SSN or EMIS ID already exist in the school or district causes the import of those students to fail.

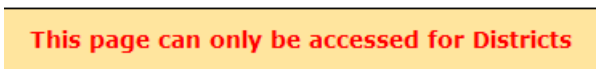
Special Education Import (SpS)

Navigation: Home – Management – Import/Export – Special Education Import (SpS)

The Special Education Import program will load data, extracted from a special services application, into StudentInformation. The Special Education Import will be processed primarily by the EMIS coordinator in each district. The special services application will provide one file that contains the records as outlined in the following figures – the file bundles all of the records together. The special services application will use the EMIS Import file layouts from Chapter 5 of the *ODE EMIS Manual* to construct each portion of the import file. The Special Education Import will check for a valid effective date and if there is no valid effective date, an error will be issued and the invalid record will be rejected.



District – Defaults to the district in context. Only districts can perform the Special Education Import function. You will receive the following message if a district is not in context:



School Year – Defaults to the school year in context.

File name (required) – Browse to the Special Education Import file to be imported.

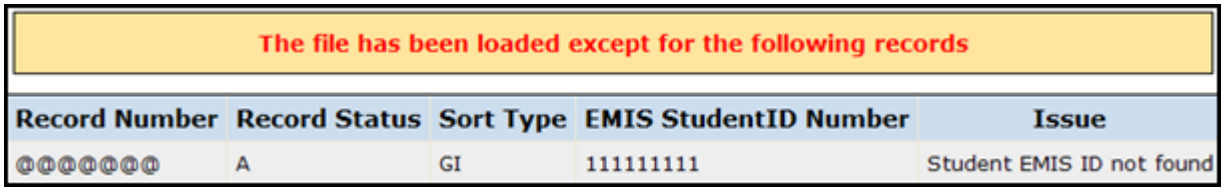
Run Options (required) – Choose one or more Special Education Import file options. The Special Education Import will process the Special Education Import files that are checked. See the following sections for detailed explanation and file layouts of each Run Option:

- Student Attributes (FD)
- Student Program (GQ)
- Student Special Education (GE)
- Student Special Education Graduation Requirement (FE)
- Student Achievement Test
- Student Ohio Graduation Test
- Student Kindergarten Readiness Assessment

If no Run Options are selected, you will receive the following message:

Import – Import the checked Special Education Import files. The Special Education Import will display the following message if the import file is successfully loaded to StudentInformation without errors.

If errors are found in the import file, the Special Education Import will display the following message and the specific error records with errors. The Special Education Import will not stop when an error is encountered – it will continue and load all records except those with errors.



Typical error messages displayed would include:

- Student EMIS ID not found.
- Student EMIS ID not found; not able to match student achievement test record in StudentInformation.
- Not able to match student achievement test record in StudentInformation.
- Membership already exists for student, not saved.

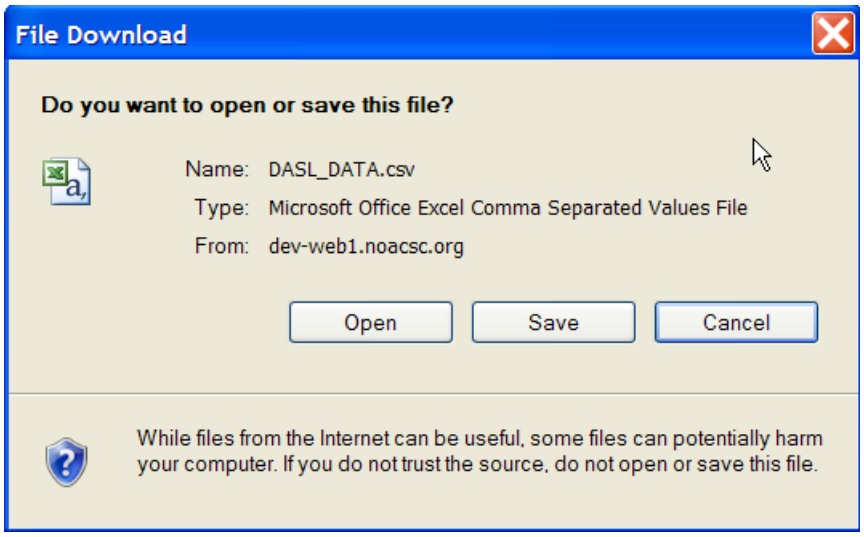
File Download Options

Select a File Type – Choose from CSV (.csv), HTML (.html) and TAB (.txt).

Select A Download Method – Choose from Download or Email. Download will create a dasl_data.xls, dasl_data.csv or dasl_data.txt file depending on the file type you choose.

You may save this file to any location available. Email will send the selected File Type as an email attachment to the email address specified for this StudentInformation user.

Click **Download Error List** to create the error list.


File Download
Do you want to open or save this file?
Name: DASL_DATA.csv
Type: Microsoft Office Excel Comma Separated Values File
From: dev-web1.noacsc.org
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Save the file to your hard drive or network drive for further processing.

	A	B	C	D	E	F	G
1	RecordNumber	RecordStatus	SortType	Student	ErrorMessage		
2	@@@@@@@@	A	GI	111111111	Student EMIS ID not found		

Special Education Import – Header and Trailer Records

Navigation: Home – Management – Import/Export – Special Education Import (SpS) – any Run Option

Header Record

10.3.0 .16150 and later, the Special Education Import will no longer expect a header record at the top of the import file. The import will now expect the first line of import files to be a valid record.

Prior to 10.3.0.16150, the first record in the file will be a header record. This record contains specific attributes of the file that must be validated before proceeding with the processing of the rest of the file. Each file (batch) that is transmitted to a designated Information Technology Center must contain a header and trailer record. These records assist the Information Technology Center in validating the reporting district and batch of records.

The information in the Header record must match the EMIS Reporting Period the data is being loaded into. If no match exists, an error will appear indicating that the EMIS Reporting Periods do not match and the import will not continue any further.

The import file layout of the Header record will be formatted in the EMIS file record layout as defined in Chapter 5 of the *ODE EMIS Manual*.

NOTE: *The Filler size at the end of the record depends on the record size of the records included in the batch. The size of the header record must match the size of the records being reported in the batch.*

Trailer Record

The Trailer record will contain a record count of all the records in the file. The Trailer record will be ignored.

The import file layout of the Trailer record will be formatted in the EMIS file record layout as defined in Chapter 5 of the *ODE EMIS Manual*.

NOTE: *The Filler size at the end of the record depends on the size of the records included in the batch. The size of the trailer record must match the size of the records being reported in the batch.*

Special Education Import (SpS) – Student Attributes (FD)

Navigation: Home – Management – Import/Export – Special Education Import (SpS) – Student Attributes Run Option

Student Attributes Record – Sort Type FD

The Student Attributes import differs from other areas of the import in that no complete student record is imported. Only specific fields from the Student Attributes record are updated. Other fields in the Student Attributes record are filled with @. When the import encounters this character in any field, the field value is ignored and not imported.

All files are in the Chapter 5 format.

Student Attributes FD Record – Special Education Import Logic

1. If the import file contains an FD record with the same disability condition and the same effective start date as the open FD record in StudentInformation, the StudentInformation import does not load the record.

2. If the import file contains an FD record with the same disability condition as the open FD record in StudentInformation but a different effective start date, the StudentInformation import does not load the record and flags an error on the Import screen.

3. If the import file contains an FD record with a different disability condition than the open FD record in StudentInformation, regardless of start date, the StudentInformation import loads the imported disability condition over the existing disability using the imported effective start date (closing any appropriate records as needed).

4. If the import file contains an FD record with a different Section 504 value than the open FD record in StudentInformation, regardless of start date, the StudentInformation import loads the imported Section 504 value over the existing value using the imported effective start date (closing any appropriate records as needed).

You should import student attribute records for EMIS Reporting Periods K and N.

Special Education Import (SpS) – Student Program (GQ)

Navigation: Home – Management – Import/Export – Special Education Import (SpS) – Student Program Run Option

Student Program Record – Sort Type GQ

For the purpose of this section, program codes will equate to membership codes in StudentInformation for the student membership import functionality.

The district/building will be responsible for making sure that the membership groups and codes are defined in StudentInformation prior to the import being processed. The building will also be responsible for assigning the proper EMIS code value to the membership code record prior to the Special Education Import. The memberships will work under the premise that the membership group will be equal to the first two digits of the program code. This standard was decided on by all ITCs.

The import file layout of the Student Program record will be formatted in the EMIS file record layout as defined in Chapter 5 of the *ODE EMIS Manual*.

The Student Program record import serves as both an import of new records if no match exists or an update if a match is found.

As of 10.2.0, new validations were implemented requiring each record to be in a certain format:

- Fiscal Year must be present and match the current school year in context.
- EMIS ID, Building IRN and Program Codes must be valid active values for the school/school year in context.
- Start and End Dates must be valid dates and be present in the file.
- End Date must be less than 1 full year past the Start Date.

Student Program GQ Record – Special Education Import Logic

1. If the import file contains a GQ record (any code) with effective start date in the next school year, StudentInformation will not load the record and flag an error on the Import screen.

2. If the import file contains a GQ record (215xxx), StudentInformation loads the records to the Services tab on the Special Education screen using the following logic:

- If the imported record has the same program code, effective start date and effective end date, StudentInformation will not load the record.
- If the imported record has the same program code and same effective start date, but a different effective end date, StudentInformation updates the record.
- If the imported record has the same program code and different effective start date, StudentInformation adds the record.
- If the imported record has a different program code, regardless of effective start date, StudentInformation adds the record.

3. If the import file contains a GQ record (220100), StudentInformation loads the records to the Student Memberships screen using the following logic:
    - If the imported record has the same program code and effective start date, StudentInformation does not load the record.
    - If the imported record has the same program code and different effective start date, StudentInformation updates the start date of the record.
    - If the imported record has a different program code (did not exist previously), regardless of effective start date, StudentInformation adds the record.

StudentInformation imports the end date for GQ records with a program code that begins with 215 or 220 if the end date falls outside of the fiscal year of the record. If the program code is 220100, or any other code, the end date is imported and saved to the student's record regardless of the fiscal year.

StudentInformation uses the enrollment end date during EMIS processing when determining what records are sent to EMIS for the reporting period.

*Program codes should be imported for October (K) and Period (N) June.

Special Education Import (SpS) – Student Special Education (GE)

Navigation: Home – Management – Import/Export – Special Education Import (SpS) – Student Special Education Run Option

Student Special Education Record – Sort Type GE

The Student Special Education record import will serve as both an import of new records if no match exists or an update if a match is found.

The import file layout of the Student Special Education record will be formatted in the EMIS file record layout as defined in Chapter 5 of the *ODE EMIS Manual*.

Student Special Education GE Record – Special Education Import Logic

1. If same date type and same event date, StudentInformation will load (update) the record with applicable fields.

2. If same date type and different event date, StudentInformation will load (add) the record with applicable fields.

3. If different date type (new record) regardless of date, StudentInformation will load (add) the record with applicable fields.

*Special Education event records should be imported for Periods K and N. Imports may be done at any time during the school year.

Special Education Import (SpS) – Student Special Education Graduation Requirement (FE)

Navigation: Home – Management – Import/Export – Special Education Import (SpS) – Student Special Education Graduation Requirement (FE) Run Option

Student Special Education Graduation Requirement Record – Sort Type FE

The Student Special Education Graduation Requirement record import will serve as an import of new records if no match exists or an update if a match is found.

The import file layout of the Student Special Education Graduation Requirement record will be formatted in the FE file record layout as defined in Chapter 5 of the *ODE EMIS Manual*.

Student Special Education Graduation Requirement FE Record – Special Education Import Logic

1. If the same date type, event date and assessment area code, StudentInformation will load (update) the record with applicable fields.
2. If an exact match of date type, event date and assessment area code is not found, StudentInformation will load (import) the record with applicable fields.

*Student Special Education Graduation Requirement records should be imported for Periods K and N. Imports may be done at any time during the school year.

Special Education Import (SpS) – Student Achievement Test (FA, GA Record Type)

Navigation: Home – Management – Import/Export – Special Education Import (SpS) – Student Achievement Test Run Option

Student Achievement Test Record – Sort Type FA

The Student Achievement Test record import will serve as an update if a match is found.

The import file layout of the Student Achievement Test record will be formatted in the FA file record layout as defined in Chapter 5 of the *ODE EMIS Manual*.

Student Achievement Test FA Record – Special Education Import Logic

1. If the same test date, assessment area code, assessment type code (GA), required test type and existing accommodation equals No, StudentInformation will load (update) the record with the accommodation value from the import file.
2. If no matching FA records exist, no records are imported.

* Imports may be done at any time during the school year.

Special Education Import (SpS) – Student Ohio Graduation Test (FA, GX Record Type)

Navigation: Home – Management – Import/Export – Special Education Import (SpS) – Student Ohio Graduation Test Run Option

Student Ohio Graduation Test Record – Sort Type FA

The Student Ohio Graduation Test record import will serve as an update if a match is found.

The import file layout of the Student Ohio Graduation Test record will be formatted in the FA file record layout as defined in Chapter 5 of the *ODE EMIS Manual*.

Student Ohio Graduation Test FA Record – Special Education Import Logic

1. If same test date, required test part, assessment type code (GX) and existing accommodation equals No, StudentInformation will load (update) the record with the accommodation value from the import file.
2. If no matching FA records exist, no records are imported.

* Imports may be done at any time during the school year.

Special Education Import (SpS) – Student Kindergarten Readiness Assessment (FA, GO Record Type)

Navigation: Home – Management – Import/Export – Special Education Import (SpS) – Student Kindergarten Readiness Assessment Run Option

Student Kindergarten Readiness Assessment Record – Sort Type FA

The Student Kindergarten Readiness Assessment record import will serve as an update if a match is found.

The import file layout of the Student Kindergarten Readiness Assessment record will be formatted in the FA file record layout as defined in Chapter 5 of the *ODE EMIS Manual*.

Student Kindergarten Readiness Assessment FA Record – Special Education Import Logic

1. If the same test date, required test part, assessment type code (GO) and existing accommodation equals No, StudentInformation will load (update) the record with the accommodation value from the import file.
2. If no matching FA records exist, no records are imported.

* Imports may be done at any time during the school year.

Export Formats

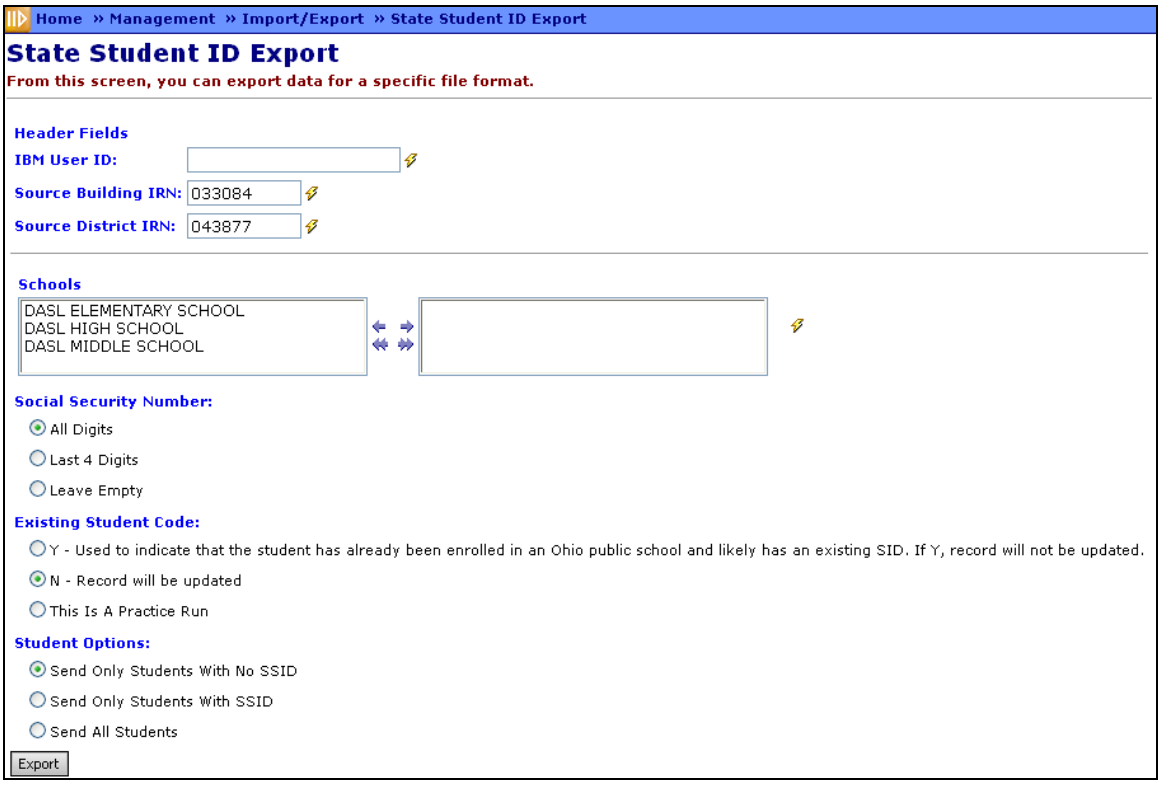
State Student ID Export

Navigation: Home – Management – Import/Export – State Student ID Export

All students in the state of Ohio are required to have a state assigned unique identifier number to facilitate anonymous reporting of student data to ODE for EMIS purposes. This statewide ID is provided by a third party system that reports an existing ID for a student if one exists and creates new identifiers for students that cannot be matched to existing records in the system.

This program/export will be processed once a year or as requested. There will also be the ability to initiate the program on a scheduled basis to run automatically. When run in batch it will include all buildings within an ITC.

Regardless of whether the ITC or a specific district is in context, the Ethnicity, Native Language and Legal Name values are pulled from the Live record from the Student EMIS Time Period table. The Live record from the Student EMIS Time Period table is the one for which the reporting period is equal to the Live reporting period for the student's district. The State Student ID Export uses a student's nearest future FS/FD record if no current FS/FD record exists for the selected school year.


Home » Management » Import/Export » State Student ID Export
State Student ID Export
From this screen, you can export data for a specific file format.
Header Fields
IBM User ID:
Source Building IRN: 033084
Source District IRN: 043877
Schools
DASL ELEMENTARY SCHOOL
DASL HIGH SCHOOL
DASL MIDDLE SCHOOL
Social Security Number:
All Digits
Last 4 Digits
Leave Empty
Existing Student Code:
Y - Used to indicate that the student has already been enrolled in an Ohio public school and likely has an existing SID. If Y, record will not be updated.
N - Record will be updated
This Is A Practice Run
Student Options:
Send Only Students With No SSID
Send Only Students With SSID
Send All Students
Export

IBM User ID (required) – Enter the IBM User ID of the person who will be submitting the file. This is used in the Header row of the file. **Important:** Do not use your StudentInformation User ID for this field.

Source Building IRN (required) – Enter the IRN of the Building used in the export. This field defaults to the IRN of the school building in context. This is used in the Header row of the file. If this is an ITC, enter the ITC's IRN.

Source District IRN (required) – Enter the IRN of the District used in the export. This field defaults to the IRN of the district to which the school building in context belongs. This is used in the Header row of the file. If this is an ITC, enter the ITC's IRN.

Schools (required) – If no Schools are selected, the report will not include any Schools. You can also filter by selecting specific Schools for your export.

Social Security Number (required) – Choose the format of SSN to be included in the

Export.

Existing Student Code (required) – Choose how the Student Code should be generated. Note that the Y option indicates that a student code exists, and a new student code should not be generated.

Student Options (required) – Choose the students to export.

Export – Execute the Export process.

StudentInformation creates an export file to be sent to the third party vendor for processing. The file is comma delimited, and each data value is enclosed in double quotation marks. Each file record will be delimited by a carriage return and line feed. The first record of the file will contain a header row listing the following fields:

- IBM User ID entered
- Date and time the file was created, formatted as mm/dd/yyyy hh:mm:ss
- Source building IRN entered
- Source district IRN entered

The header row will conform to the same field layout as the rest of the file with the header row data fields mapping to the following primary data fields respectively:

- First Name
- Date of Birth
- Building IRN
- District IRN

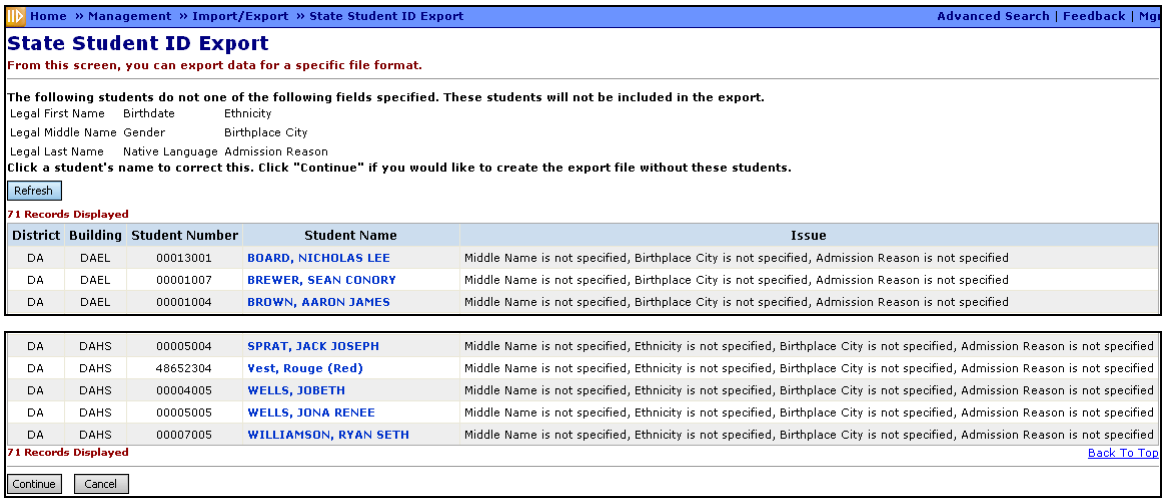
The required state student id file has a large number of fields that are not actually submitted to the third party vendor. The following fields are the fields that are required to be included in this export.

- First Name
- Last Name
- Date of Birth
- Gender
- SSN (to be populated based on settings – entire SSN, last 4 digits, or blank)
- Existing Student Code (to be populated based on settings)
- Native Language
- Ethnicity (calculated from Local Ethnicity Category, Hispanic/Latino and Racial Groups field values; similar to Summative Race field value)
- Birthplace City
- Legal Middle Name
- Admission Reason (for students with no SSID)

The following additional fields will be included as well:

- Current Building IRN
- Current District IRN
- Vendor ID

If the Student is missing data in any of these fields, a warning page will display.

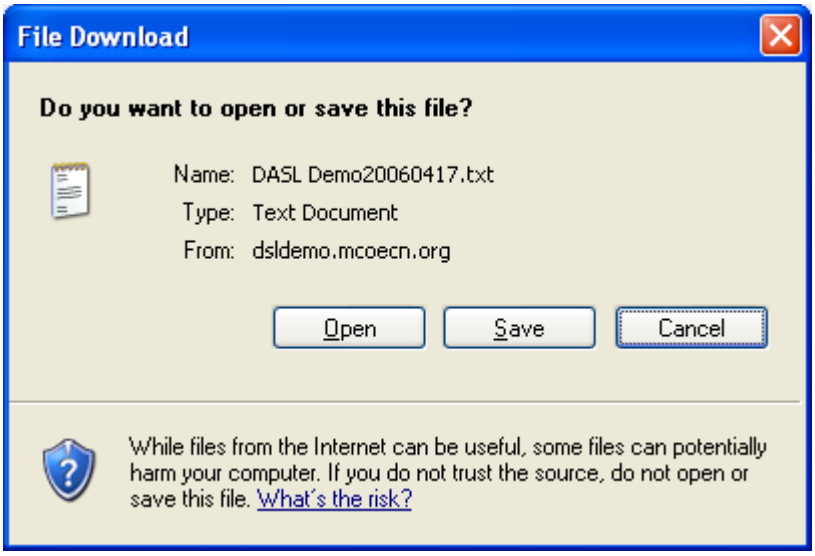


Refresh – Reload this page.

Brewer, Sean Conory – Click on the hyperlinked student names to open a new window with that student's Edit Profile page displayed, so you can enter any missing data.

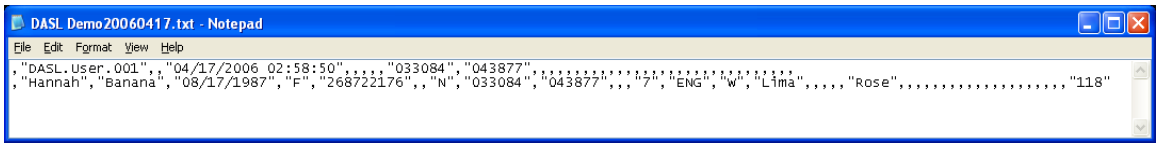
Continue – Process the export, without any of the listed students included.

Cancel – Do not process the export, and return to the State Student ID Export page.



Save – Save this file to your hard drive or network drive

Sample Output


DASL Demo20060417.txt - Notepad
File Edit Format View Help
,"DASL.User.001",,"04/17/2006 02:58:50",,,,,"033084","043877",,,,,

INFOhio Export

Navigation: Home – Management – Import/Export – INFOhio Export

INFOhio is the statewide library software system. The system maintains student records in order to track automated library resource sharing and materials checkout. The INFOhio system will receive a feed of student data from the StudentInformation application to populate its student information data store.

The INFOhio Export is usually performed on a nightly basis to send demographic data from StudentInformation to INFOhio for use in the Patron files in the library software. Most ITCs set up the exports to run automatically at night for each of their buildings. Three separate options are available in Options (INFOhio Export tab) for the homeroom assignment to include in the record for each building – administrative, period, or department. Please see the School Setup and Configuration End User Guide for the DASL Options – INFOhio Export details.

If the nightly extracts fail to complete, the file created from StudentInformation does not get loaded into the Library system. When no record comes over from StudentInformation for a student, regardless of the reason, the student automatically gets changed to Expired in INFOhio. If a new record is loaded for a student to correct the issue, the student's status will be updated automatically.

ITC Considerations

ITC Staff should check the logs daily to ensure that the extracts and loads completed successfully. If logs are checked first thing in the morning and it is discovered that a load failed, once the issue is identified and the resolution found, extracts can be reprocessed and the files reloaded to quickly resolve the issue. Log files for the StudentInformation extractions reside in the _Log direction on the Alpha.

StudentInformation Support staff should notify INFOhio support when a StudentInformation update is applied in case something changes that has an effect on the data extracted nightly. This would be an especially important time to check those nightly logs to make sure there are no problems as a result of the update.

For any of the homeroom options used, it is possible that the value of a student's homeroom may change at the end of the semester or quarter. Make sure the files are checked at that time to ensure all necessary homeroom information is there. If a student is missing homeroom information in the record, the student's homeroom will be changed to unknown in the library software. The INFOhio Export will only use the finalized schedule.

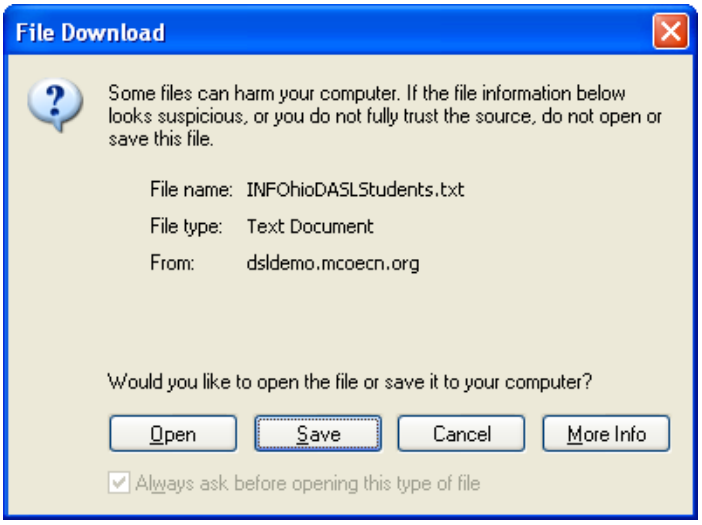
Export Fields – The Export Fields will be defaulted, uncheck those fields that you do not want to export. In the export file, each field will be enclosed in quotation marks, and separated from other fields by the | character. Check with your librarians to determine which fields they wish to have included in the export file.

Homeroom checkbox –The Homeroom checkbox can be configured to use Administrative Homeroom, Period Homeroom or Department Homeroom on the INFOhio Export tab of the DASL Options screen. See the *ProgressBook StudentInformation School Setup and Configuration Guide* for the DASL Options – INFOhio Export details.

Annual Record Note: In order for a student to be included in the file, the student must have an annual record in the current school year as well as a LIVE EMIS time period record. EMIS time period records are created for all students regardless of whether a district reports to EMIS or not. If a student is not included in the file and it is not because of the student's status code, then the user should check the student's admission history detail records to make sure that the student has a record for the current school year. Navigate to Home – SIS – Student – Admission History – Edit History Details and check for a record in the current school year.

Student Status Note: Student status codes play a big part in which students get included in the file. On the student status code maintenance page, any status code defined with an internal status of Inactive or Delete will not be included in the file. This may include students who are residents attending elsewhere if they use a separate status code for these students and make them inactive internally. Navigate to Home – Management – School Administration – School Codes Administration – Student Status Codes to check to see how the status codes are configured.

Export – Execute the Export process.


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: INFOhioDASLStudents.txt
File type: Text Document
From: dsldemo.mcoecn.org
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

Save – Save this file to your hard drive or network drive. Please send the file to the INFOhio support person for further processing.

The following figure shows an example of the INFOhio Export file.

INFOhioDASLStudents[1].txt - Notepad

File Edit Format View Help

```
"Student Number"|"Building IRN"|"Name"|"Graduation/Withdrawal
Date"|"Gender"|"Address"|"City"|"State"|"Zip"|"Phone"|"SSN"|"Birthdate"|"Grade"|"Parent
Name"|"Homeroom"|"Teacher Name"|"Program Code"|"Home School"|"Last Name"|"First
Name"|"Middle Name"|"Called Name"|"Suffix"|"Email"|"Status Code"
"2306"|"000976"|"Student55219, Raegan"|""|"F"|"645 S Main St"|"Lima"|"OH"|"45804"|"(555)
555-5555"|"367023115"|"2004-04-20"|"KG"|""|""|""|"**"|""|"Student55219"|"Raegan"|"Elizab
eth"|""|""|""|"A"
"2032"|"000976"|"Student55355, Isabelle"|""|"F"|"645 S Main
St"|"Lima"|"OH"|"45804"|"(555)
555-5555"|"366117692"|"2001-10-20"|"02"|""|""|""|"**"|""|"Student55355"|"Isabelle"|"Hope
"|""|""|""|"A"
"2035"|"000976"|"Student55352, Megan"|""|"F"|"645 S Main St"|"Lima"|"OH"|"45804"|"(555)
555-5555"|"366125240"|"2001-08-06"|"02"|""|""|""|"**"|""|"Student55352"|"Megan"|"Sue"|""
|""|""|"A"
"2041"|"000976"|"Student55346, Richard"|""|"M"|"645 S Main
St"|"Lima"|"OH"|"45804"|"(555)
555-5555"|"366156046"|"2001-11-06"|"02"|""|""|""|"**"|""|"Student55346"|"Richard"|"Charl
es"|""|""|""|"N"
```

Special Notes on the Export File

- The Name field is a combination of last name, first name, called name.
- The Middle Name field will show blank if a student has a middle name of * because of a missing legal middle name.
- The Email field shows both the email address from the Student Profile and the email address from the Primary Contact, separated by a comma and a space.

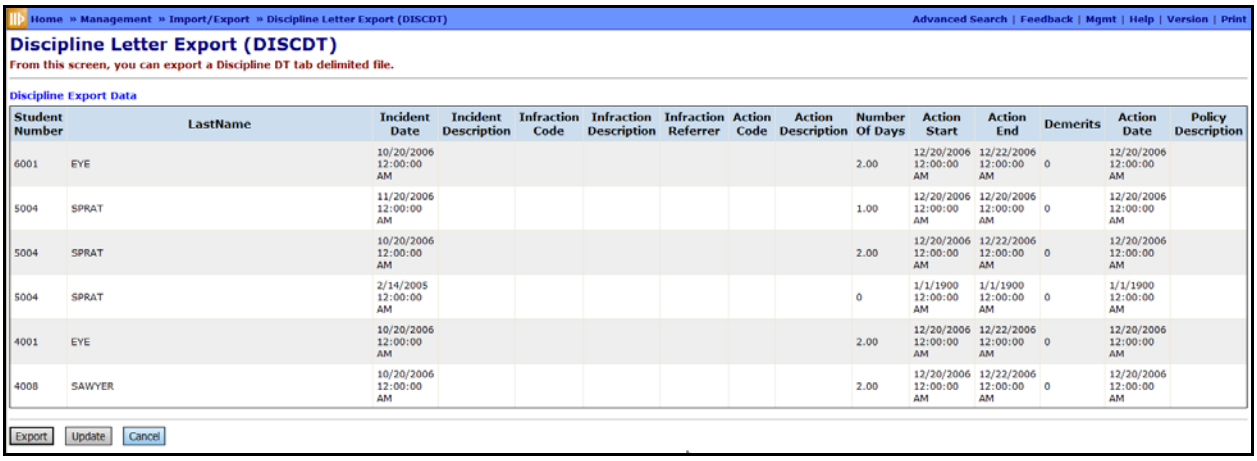
Discipline Letter Export (DISCDT)

Navigation: Home – Management – Import/Export – Discipline Letter Export (DISCDT)

This process will create an export file for students requiring Discipline letters. The Discipline Letter Export (DISCDT) will only look at the Year selected, and not include incidents from prior years. This tab-delimited export file can then be used with Microsoft Word as a mail merge document. The file can be loaded in Microsoft Word as a data file for a form letter. The first row in this file is a header row containing all field names.

Home » Management » Import/Export » Discipline Letter Export (DISCDT)
Discipline Letter Export (DISCDT)
From this screen, you can export a Discipline DT tab delimited file.
Preview Data

Preview Data – Preview Discipline letter data. Students who have ☐ Needs a Letter checked on any Discipline Incident(s) will have their Discipline records previewed as shown in the following figure.

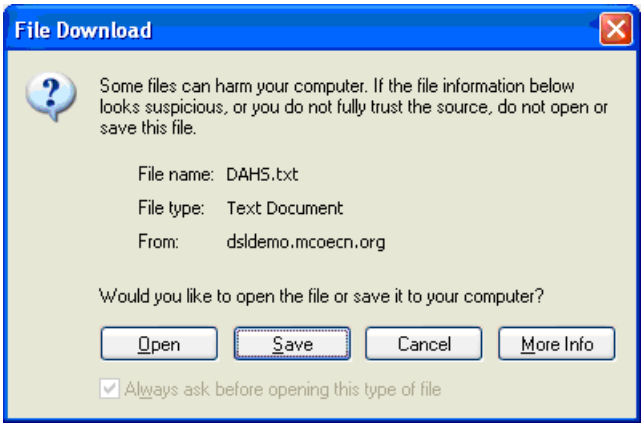

Home » Management » Import/Export » Discipline Letter Export (DISCDT)
Advanced Search | Feedback | Mgmt | Help | Version | Print
Discipline Letter Export (DISCDT)
From this screen, you can export a Discipline DT tab delimited file.
Discipline Export Data
Export
Update
Cancel

Student Number	LastName	Incident Date	Incident Description	Infraction Code	Infraction Description	Infraction Referrer	Action Code	Action Description	Number Of Days	Action Start	Action End	Demerits	Action Date	Policy Description
6001	EYE	10/20/2006 12:00:00 AM							2.00	12/20/2006 12:00:00 AM	12/22/2006 12:00:00 AM	0	12/20/2006 12:00:00 AM	
5004	SPRAT	11/20/2006 12:00:00 AM							1.00	12/20/2006 12:00:00 AM	12/20/2006 12:00:00 AM	0	12/20/2006 12:00:00 AM	
5004	SPRAT	10/20/2006 12:00:00 AM							2.00	12/20/2006 12:00:00 AM	12/22/2006 12:00:00 AM	0	12/20/2006 12:00:00 AM	
5004	SPRAT	2/14/2005 12:00:00 AM							0	1/1/1900 12:00:00 AM	1/1/1900 12:00:00 AM	0	1/1/1900 12:00:00 AM	
4001	EYE	10/20/2006 12:00:00 AM							2.00	12/20/2006 12:00:00 AM	12/22/2006 12:00:00 AM	0	12/20/2006 12:00:00 AM	
4008	SAWYER	10/20/2006 12:00:00 AM							2.00	12/20/2006 12:00:00 AM	12/22/2006 12:00:00 AM	0	12/20/2006 12:00:00 AM	

Export – Execute the Export process.

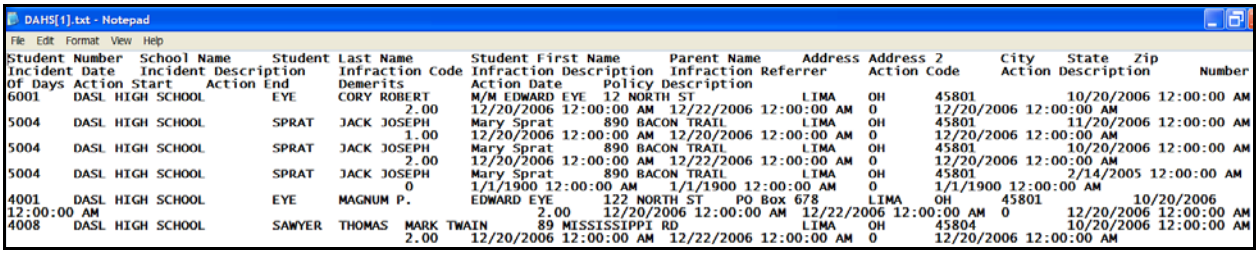
Update – Reset the ☐ Needs a Letter box as unchecked on each Discipline Incident.

Cancel – Cancel the Export process.


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: DAHS.txt
File type: Text Document
From: dsldemo.mcoecn.org
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

Save – Save this file to your hard drive or network drive for use in Microsoft Word mail merge.

The following figure shows an example of the Discipline Letter Export file.



DAHS[1].txt - Notepad

File Edit Format View Help

```
Student Number  School Name     Student Last Name       Student First Name      Parent Name     Address Address 2       City    State   Zip
Incident Date   Incident Description    Infraction Code Infraction Description  Infraction Referrer     Action Code     Action Description      Number
Of Days Action Start    Action End      Demerits        Action Date     Policy Description
6001    DASL HIGH SCHOOL        EYE     CORY ROBERT     M/M EDWARD EYE  12 NORTH ST             LIMA    OH      45801           10/20/2006 12:00:00 AM
                                        2.00    12/20/2006 12:00:00 AM  12/22/2006 12:00:00 AM  0       12/20/2006 12:00:00 AM
5004    DASL HIGH SCHOOL        SPRAT   JACK JOSEPH     Mary Sprat      890 BACON TRAIL         LIMA    OH      45801           11/20/2006 12:00:00 AM
                                        1.00    12/20/2006 12:00:00 AM  12/20/2006 12:00:00 AM  0       12/20/2006 12:00:00 AM
5004    DASL HIGH SCHOOL        SPRAT   JACK JOSEPH     Mary Sprat      890 BACON TRAIL         LIMA    OH      45801           10/20/2006 12:00:00 AM
                                        2.00    12/20/2006 12:00:00 AM  12/22/2006 12:00:00 AM  0       12/20/2006 12:00:00 AM
5004    DASL HIGH SCHOOL        SPRAT   JACK JOSEPH     Mary Sprat      890 BACON TRAIL         LIMA    OH      45801           2/14/2005 12:00:00 AM
                                        0       1/1/1900 12:00:00 AM    1/1/1900 12:00:00 AM    0       1/1/1900 12:00:00 AM
4001    DASL HIGH SCHOOL        EYE     MAGNUM P.       EDWARD EYE      122 NORTH ST    PO Box 678      LIMA    OH      45801           10/20/2006
12:00:00 AM                                     2.00    12/20/2006 12:00:00 AM  12/22/2006 12:00:00 AM  0       12/20/2006 12:00:00 AM
4008    DASL HIGH SCHOOL        SAWYER  THOMAS  MARK TWAIN      89 MISSISSIPPI RD               LIMA    OH      45804           10/20/2006 12:00:00 AM
                                        2.00    12/20/2006 12:00:00 AM  12/22/2006 12:00:00 AM  0       12/20/2006 12:00:00 AM
```

Creating the form letters in Word using Mail Merge

If you need to create the initial form letter, use the following instructions:

1. Open Word.
2. Click on Tools.
    - Mail Merge
    - Create
    - Form Letters
    - Active Window
    - Get Data
    - Open Data Source
    - Check the box labeled Select Method
    - Down arrow in the box labeled Files of type:
    - Text Files
3. Open the Export file (such as DAHS.txt).

4. In the Confirm Data Source box, select Text Files (*.txt) and click OK

5. Click on Edit Main Document

You should now be back to your blank document with a mail merge tool bar across the top.

Begin typing your letter.

At locations where you would like to use data from the DAHS.txt file, place your cursor in the appropriate position and click Insert Merge Field. This will list all fields available (listed in the following table). Click on the field you want and a token will be placed in your letter. Continue to type letter and place tokens until the letter is finished.

Click on Mail Merge Helper (the icon on your mail merge tool bar that looks like two documents and + sign).

If you would like to use just specific records from the file (for example expulsions only) or sort the data, click on Query Options.

To use only specific records, select Filter Records. In the first Field, click the down arrow and select the field you want to use. Fill in the Comparison field and the Compare to value.

For example, if your letter is specific to Expulsions, define the filter as follows.

ActionCode Equal to 1

To sort the records, select the field you want to use for sorting by clicking the down arrow.

Finally, click on OK.

To merge your letter and discipline data, click on Merge. I suggest you merge to new document (so you can look over the results before printing), merge all records and do not print blank lines when data fields are empty (this keeps an empty line from printing for address line 2 if it is blank). Click Merge again. Your merged letter will be displayed on the screen. Scroll through to check it and then print.

When you click X to close out of the letters, it will ask if you want to save the file. If you have already printed the letters and/or do not have a need to save the merged letters, click No. If there is some reason you want to save the merged letters, click Yes.

When you are back at the letter containing tokens, use Save As to save the document and name as you wish.

If your form letter has already been defined, use the following instructions to create letters with student discipline data:

- Open Word.
- Click on File.
- Click on Open.
- Click on (or open) the document you wish to use.
- Click on Merge to New Document. (You will find the icon on your top menu bar. It will show two small documents with a right arrow pointing to a larger single document.)
- Check and print.

The following fields are in the Export file (such as DAHS.TXT) and available for use in your letters. Reminder – if an incident contains multiple actions, the file will contain one record per action.

DISCDT Field Names	Description of Field Names
StudentID	Student SIS ID
Bldg	Building from Discipline Record
LastName	Student Last Name
FirstName	Student First Name
ParentName	Parent Name
Addr1	Address Line 1
Addr2	Address Line 2
City	City
State	State
Zip	Zip
IncidentDate	Date incident occurred (format YYYYMMDD – example: 20000927)
IncidentDateFull	Full date incident occurred (format Month DD, YYYY – example: September 27, 2000)
IncidentDesc	Description of incident
IncidentPeriod	Period
InfractionCodes	Infraction codes separated by comma, up to seven
InfractionDescs	Description of infraction codes separated by comma, up to 7
InfractionTeacs	Names of those referring infraction, up to seven
ActionCode	Action code – You may want to use this field in the Filter if you have action specific letters.
ActionDesc	Description of action code
ActionDays	Number of days assigned for action
ActionStart	Full action starting date (format Month DD, YYYY – example: September 27, 2000)
ActionEnd	Full action ending date (format Month DD, YYYY – example: September 27, 2000)
ActionDemerits	Demerits (includes decimal point)
ActionOnDate	Full action on date (format Month DD, YYYY – example: September 27, 2000)
PolicyDescs	Description of policies separated by comma, up to four

Gradebook Export

Navigation: Home – Management – Import/Export – Gradebook Export

In SIS (McSIS/Poise), the GRBK screen is used to create an export file for grade book packages such as Grade Machine and GradeQuick. This export file is used to import and populate these programs for grade reporting. Building-level personnel produce the file and then FTP the file to their server so that the file can then be imported into the grade book program.

The only limitations placed on users is that their Grade Book software must be able to import the SIS_GRBK export file and that their Grade Book software can export a file in the designated format and naming convention for use as an import file for the LOAGRADE program.

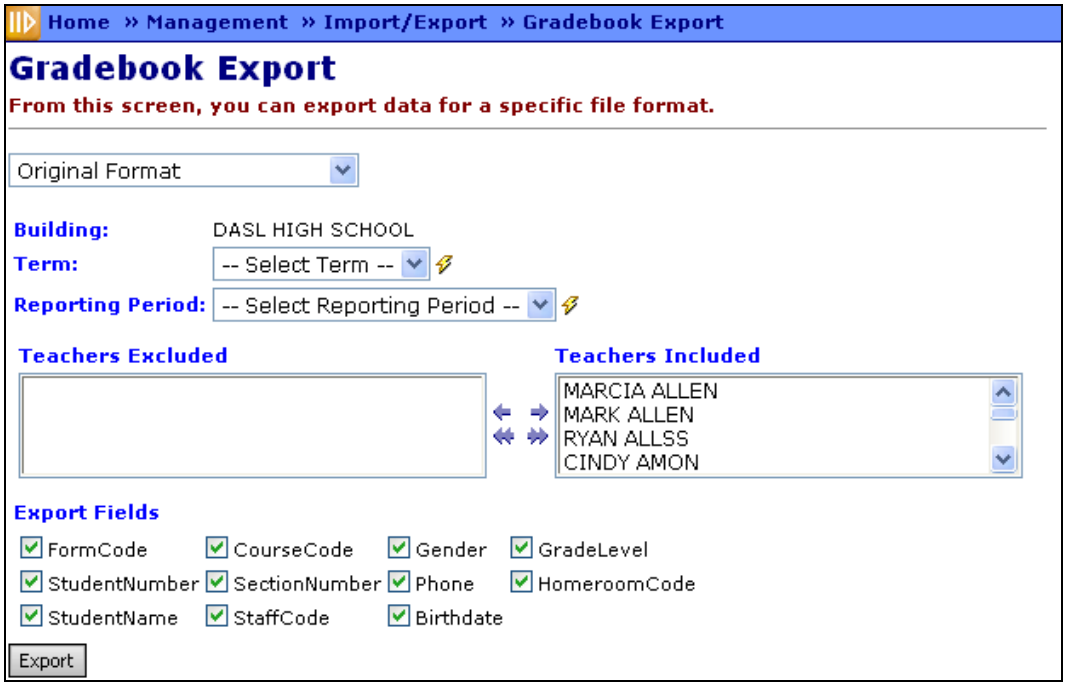
There are two Gradebook exports available in StudentInformation, Original Format and Extended Format.

Home » Management » Import/Export » Gradebook Export
Gradebook Export
From this screen, you can export data for a specific file format.
-- Select an Export Format --
-- Select an Export Format --
Original Format
Extended Format

Original Gradebook Export

Navigation: Home – Management – Import/Export – Gradebook Export

Select Original Format from the drop-down menu.



Building – Will default to current building

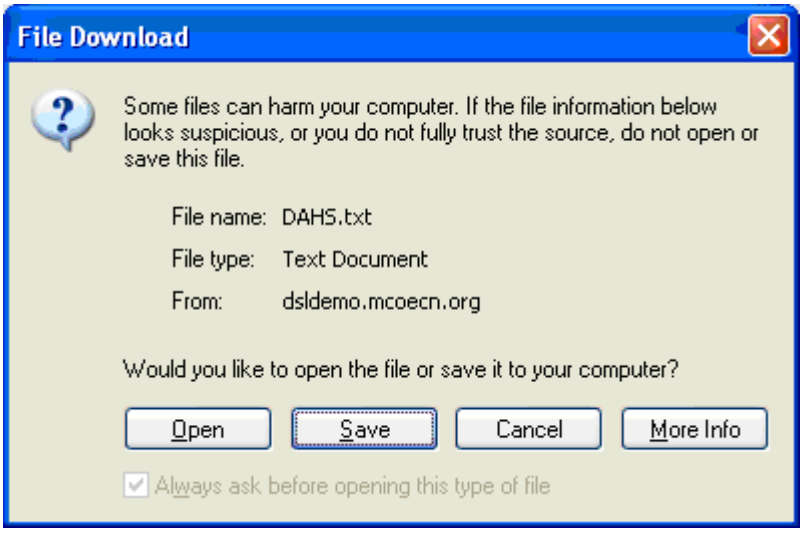
Term (required) – Choose the Term for which the Export is to be created.

Reporting Period (required) – Choose the Reporting Period for which the Export is to be created.

Teachers Excluded / Teachers Included (required) – Choose the teachers to be included or excluded in the Export.

Export Fields – The Export Fields will be defaulted, uncheck those fields that you do not want to export.

Export – Execute the Export process.


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: DAHS.txt
File type: Text Document
From: dsldemo.mcoecn.org
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

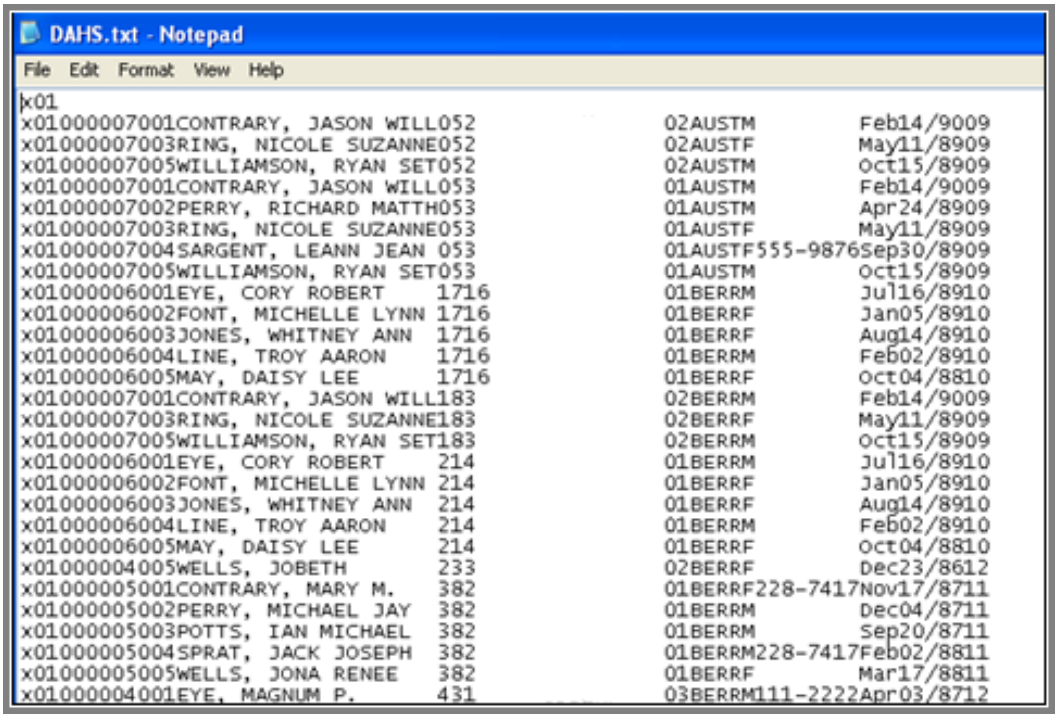
Save – Save this file to your hard drive or network drive.

The export file is of fixed width columns, is left justified and uses spaces for padding. All students in the working school for the current school year are included in the export if they have class list records. Following are the fields included (starting position and field length are in parentheses).

- Form Code (1, 3) (Always x01)
- Student ID (4, 9)
- Student Name (13, 20)
- Course ID (33, 15)
- Course Section Number (48, 2)
- Teacher ID (50, 4)
- Student Gender (54, 1)
- Phone (55, 8) (formatted as nnn-nnnn)
- Birthdate (63, 8) (formatted as mm/dd/yy)
- Grade (71, 2)
- Homeroom (73, 4)

This export file then will be imported into the grade book packages mentioned above. When grades are ready to be submitted for grade card processing, the grade book package will create an export file with the grades and/or attendance to be imported back into the StudentInformation application. That import process is covered in 1C. LOAGRADE Import.

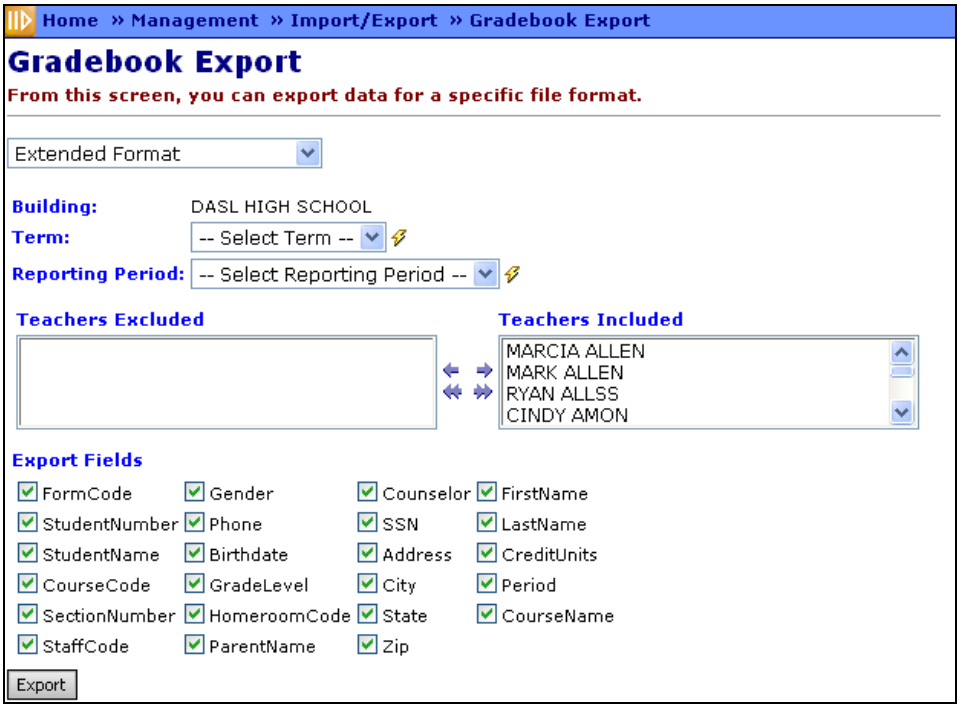
The following figure shows an example of the Original Gradebook Export file.


DAHS.txt - Notepad
File Edit Format View Help
x01
x01000007001CONTRARY, JASON WILL052 02AUSTM Feb14/9009
x01000007003RING, NICOLE SUZANNE052 02AUSTF May11/8909
x01000007005WILLIAMSON, RYAN SET052 02AUSTM Oct15/8909
x01000007001CONTRARY, JASON WILL053 01AUSTM Feb14/9009
x01000007002PERRY, RICHARD MATTH053 01AUSTM Apr24/8909
x01000007003RING, NICOLE SUZANNE053 01AUSTF May11/8909
x01000007004SARGENT, LEANN JEAN 053 01AUSTF555-9876Sep30/8909
x01000007005WILLIAMSON, RYAN SET053 01AUSTM Oct15/8909
x01000006001EYE, CORY ROBERT 1716 01BERRM Jul16/8910
x01000006002FONT, MICHELLE LYNN 1716 01BERRF Jan05/8910
x01000006003JONES, WHITNEY ANN 1716 01BERRF Aug14/8910
x01000006004LINE, TROY AARON 1716 01BERRM Feb02/8910
x01000006005MAY, DAISY LEE 1716 01BERRF Oct04/8810
x01000007001CONTRARY, JASON WILL183 02BERRM Feb14/9009
x01000007003RING, NICOLE SUZANNE183 02BERRF May11/8909
x01000007005WILLIAMSON, RYAN SET183 02BERRM Oct15/8909
x01000006001EYE, CORY ROBERT 214 01BERRM Jul16/8910
x01000006002FONT, MICHELLE LYNN 214 01BERRF Jan05/8910
x01000006003JONES, WHITNEY ANN 214 01BERRF Aug14/8910
x01000006004LINE, TROY AARON 214 01BERRM Feb02/8910
x01000006005MAY, DAISY LEE 214 01BERRF Oct04/8810
x01000004005WELLS, JOBETH 233 02BERRF Dec23/8612
x01000005001CONTRARY, MARY M. 382 01BERRF228-7417Nov17/8711
x01000005002PERRY, MICHAEL JAY 382 01BERRM Dec04/8711
x01000005003POTTS, IAN MICHAEL 382 01BERRM Sep20/8711
x01000005004SPRAT, JACK JOSEPH 382 01BERRM228-7417Feb02/8811
x01000005005WELLS, JONA RENEE 382 01BERRF Mar17/8811
x01000004001EYE, MAGNUM P. 431 03BERRM111-2222Apr03/8712

Extended Gradebook Export

Navigation: Home – Management – Import/Export – Gradebook Export

Select Extended Format from the drop-down menu.



Building – Will default to current building.

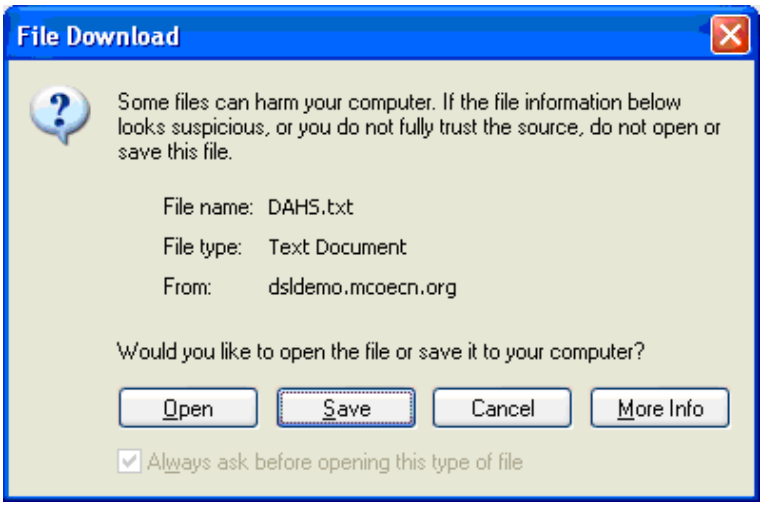
Term (required) – Choose the Term for which the Export is to be created.

Reporting Period (required) – Choose the Reporting Period for which the Export is to be created.

Teachers Excluded / Teachers Included (required) – Choose the teachers to be included or excluded in the Export.

Export Fields – The Export Fields will be defaulted, uncheck those fields that you do not want to export.

Export – Execute the Export process.


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: DAHS.txt
File type: Text Document
From: dsldemo.mcoecn.org
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

Save – Save this file to your hard drive or network drive.

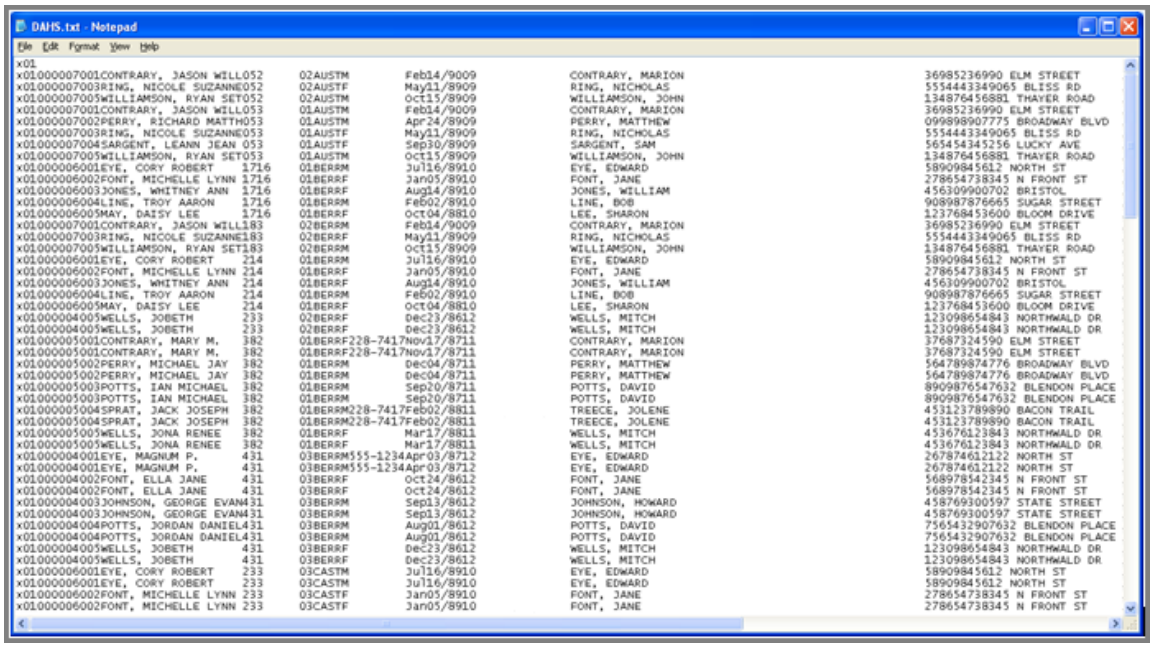
The export file is of fixed width columns, is left justified and uses spaces for padding. All students in the working school for the current school year are included in the export if they have class list records. Following are the fields included (starting position and field length are in parentheses).

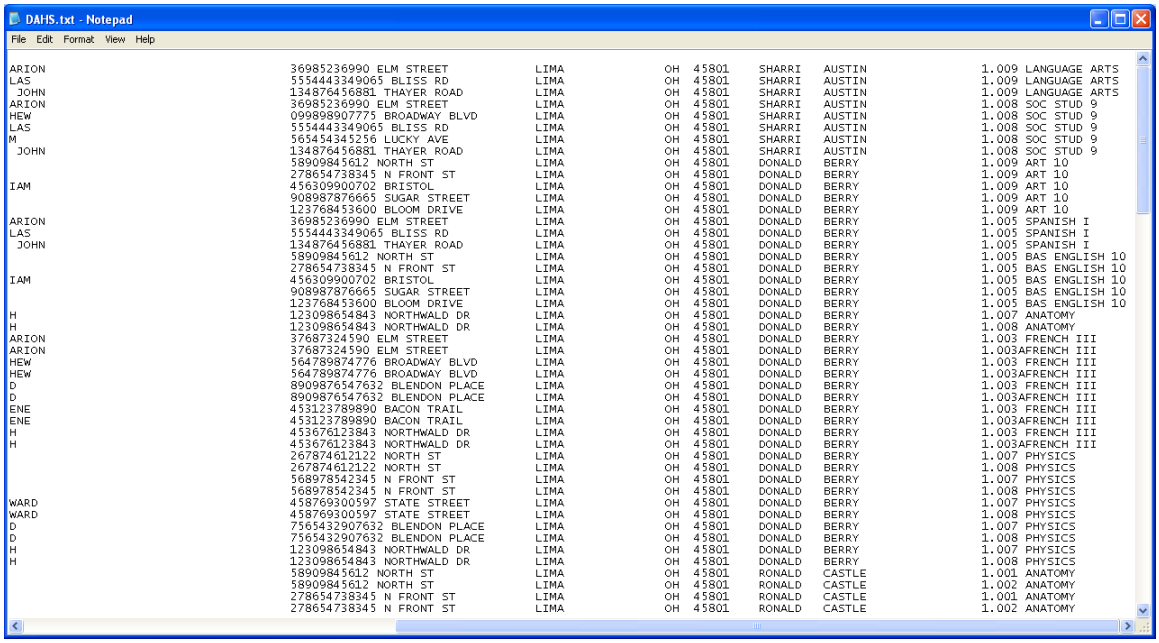
- Form Code (1, 3) (Always x01)
- Student ID (4, 9)
- Student Name (13, 20)
- Course ID (33, 15)
- Course Section Number (48, 2)
- Teacher ID (50, 4)
- Student Gender (54, 1)
- Phone (55, 8) (formatted as nnn-nnnn)
- Birthdate (63, 8) (formatted as mm/dd/yy)
- Grade (71, 2)
- Homeroom (73, 4)
- Parent Name (77, 25)

- Counselor (102, 25)
- Student SSN (127, 9)
- Student Address (136, 30)
- Student City (161, 18)
- Student State (179, 4)
- Student Zip Code (183, 9)
- Student First Name (192, 9)
- Student Last Name (201, 22)
- Credit Units (223, 4)
- Period of the Day (227, 2)
- Course Name (229, 15)

This export file then will be imported into the grade book packages mentioned above. When grades are ready to be submitted for grade card processing, the grade book package will create an export file with the grades and/or attendance to be imported back into the StudentInformation application. That import process is covered in 1C. LOAGRADE Import.

The following figures show an example of the Extended Gradebook Export file.


DAHS.txt - Notepad
File Edit Format View Help
x01
x0100000700 1CONTRARY, JASON WILL052 02AUSTM Feb14/9009 CONTRARY, MARION 36985236990 ELM STREET
x0100000700 3RING, NICOLE SUZANNE052 02AUSTF May11/8909 RING, NICHOLAS 5554443349065 BLISS RD
x0100000700 5WILLIAMSON, RYAN SET052 02AUSTM Oct15/8909 WILLIAMSON, JOHN 134876456881 THAYER ROAD
x0100000700 1CONTRARY, JASON WILL053 01AUSTM Feb14/9009 CONTRARY, MARION 36985236990 ELM STREET
x0100000700 2PERRY, RICHARD MATTH053 01AUSTM Apr24/8909 PERRY, MATTHEW 099898907775 BROADWAY BLVD
x0100000700 3RING, NICOLE SUZANNE053 01AUSTF May11/8909 RING, NICHOLAS 5554443349065 BLISS RD
x0100000700 4SARGENT, LEANN JEAN 053 01AUSTF Sep30/8909 SARGENT, SAM 565454345256 LUCKY AVE
x0100000700 5WILLIAMSON, RYAN SET053 01AUSTM Oct15/8909 WILLIAMSON, JOHN 134876456881 THAYER ROAD
x0100000600 1EYE, CORY ROBERT 1716 01BERRM Jul16/8910 EYE, EDWARD 58909845612 NORTH ST
x0100000600 2FONT, MICHELLE LYNN 1716 01BERRF Jan05/8910 FONT, JANE 278654738345 N FRONT ST
x0100000600 3JONES, WHITNEY ANN 1716 01BERRF Aug14/8910 JONES, WILLIAM 456309900702 BRISTOL
x0100000600 4LINE, TROY AARON 1716 01BERRM Feb02/8910 LINE, BOB 908987876665 SUGAR STREET
x0100000600 5MAY, DAISY LEE 1716 01BERRF Oct04/8810 LEE, SHARON 123768453600 BLOOM DRIVE
x0100000700 1CONTRARY, JASON WILL183 02BERRM Feb14/9009 CONTRARY, MARION 36985236990 ELM STREET
x0100000700 3RING, NICOLE SUZANNE183 02BERRF May11/8909 RING, NICHOLAS 5554443349065 BLISS RD
x0100000700 5WILLIAMSON, RYAN SET183 02BERRM Oct15/8909 WILLIAMSON, JOHN 134876456881 THAYER ROAD
x0100000600 1EYE, CORY ROBERT 214 01BERRM Jul16/8910 EYE, EDWARD 58909845612 NORTH ST
x0100000600 2FONT, MICHELLE LYNN 214 01BERRF Jan05/8910 FONT, JANE 278654738345 N FRONT ST
x0100000600 3JONES, WHITNEY ANN 214 01BERRF Aug14/8910 JONES, WILLIAM 456309900702 BRISTOL
x0100000600 4LINE, TROY AARON 214 01BERRM Feb02/8910 LINE, BOB 908987876665 SUGAR STREET
x0100000600 5MAY, DAISY LEE 214 01BERRF Oct04/8810 LEE, SHARON 123768453600 BLOOM DRIVE
x0100000400 5WELLS, JOBETH 233 02BERRF Dec23/8612 WELLS, MITCH 123098654843 NORTHWALD DR
x0100000400 5WELLS, JOBETH 233 02BERRF Dec23/8612 WELLS, MITCH 123098654843 NORTHWALD DR
x0100000500 1CONTRARY, MARY M. 382 01BERRF228-7417 Nov17/8711 CONTRARY, MARION 376873245 90 ELM STREET
x0100000500 1CONTRARY, MARY M. 382 01BERRF228-7417 Nov17/8711 CONTRARY, MARION 376873245 90 ELM STREET
x0100000500 2PERRY, MICHAEL JAY 382 01BERRM Dec04/8711 PERRY, MATTHEW 564789874776 BROADWAY BLVD
x0100000500 2PERRY, MICHAEL JAY 382 01BERRM Dec04/8711 PERRY, MATTHEW 564789874776 BROADWAY BLVD
x0100000500 3POTTS, IAN MICHAEL 382 01BERRM Sep20/8711 POTTS, DAVID 8909876547632 BLENDON PLACE
x0100000500 3POTTS, IAN MICHAEL 382 01BERRM Sep20/8711 POTTS, DAVID 8909876547632 BLENDON PLACE
x0100000500 4SPRAT, JACK JOSEPH 382 01BERRM228-7417 Feb02/8811 TREECE, JOLENE 453123789890 BACON TRAIL
x0100000500 4SPRAT, JACK JOSEPH 382 01BERRM228-7417 Feb02/8811 TREECE, JOLENE 453123789890 BACON TRAIL
x0100000500 5WELLS, JONA RENEE 382 01BERRF Mar17/8811 WELLS, MITCH 453676123843 NORTHWALD DR
x0100000500 5WELLS, JONA RENEE 382 01BERRF Mar17/8811 WELLS, MITCH 453676123843 NORTHWALD DR
x0100000400 1EYE, MAGNUM P. 431 03BERRM555-1234 Apr03/8712 EYE, EDWARD 267874612122 NORTH ST
x0100000400 1EYE, MAGNUM P. 431 03BERRM555-1234 Apr03/8712 EYE, EDWARD 267874612122 NORTH ST
x0100000400 2FONT, ELLA JANE 431 03BERRF Oct24/8612 FONT, JANE 568978542345 N FRONT ST
x0100000400 2FONT, ELLA JANE 431 03BERRF Oct24/8612 FONT, JANE 568978542345 N FRONT ST
x0100000400 3JOHNSON, GEORGE EVAN 431 03BERRM Sep13/8612 JOHNSON, HOWARD 458769300597 STATE STREET
x0100000400 3JOHNSON, GEORGE EVAN 431 03BERRM Sep13/8612 JOHNSON, HOWARD 458769300597 STATE STREET
x0100000400 4POTTS, JORDAN DANIEL 431 03BERRM Aug01/8612 POTTS, DAVID 7565432907632 BLENDON PLACE
x0100000400 4POTTS, JORDAN DANIEL 431 03BERRM Aug01/8612 POTTS, DAVID 7565432907632 BLENDON PLACE
x0100000400 5WELLS, JOBETH 431 03BERRF Dec23/8612 WELLS, MITCH 123098654843 NORTHWALD DR
x0100000400 5WELLS, JOBETH 431 03BERRF Dec23/8612 WELLS, MITCH 123098654843 NORTHWALD DR
x0100000600 1EYE, CORY ROBERT 233 03CASTM Jul16/8910 EYE, EDWARD 58909845612 NORTH ST
x0100000600 1EYE, CORY ROBERT 233 03CASTM Jul16/8910 EYE, EDWARD 58909845612 NORTH ST
x0100000600 2FONT, MICHELLE LYNN 233 03CASTF Jan05/8910 FONT, JANE 278654738345 N FRONT ST
x0100000600 2FONT, MICHELLE LYNN 233 03CASTF Jan05/8910 FONT, JANE 278654738345 N FRONT ST


DAHS.txt - Notepad
File Edit Format View Help
ARION 36985236990 ELM STREET LIMA OH 45801 SHARRI AUSTIN 1.009 LANGUAGE ARTS
LAS 5554443349065 BLISS RD LIMA OH 45801 SHARRI AUSTIN 1.009 LANGUAGE ARTS
JOHN 134876456881 THAYER ROAD LIMA OH 45801 SHARRI AUSTIN 1.009 LANGUAGE ARTS
ARION 36985236990 ELM STREET LIMA OH 45801 SHARRI AUSTIN 1.008 SOC STUD 9
HEW 099898907775 BROADWAY BLVD LIMA OH 45801 SHARRI AUSTIN 1.008 SOC STUD 9
LAS 5554443349065 BLISS RD LIMA OH 45801 SHARRI AUSTIN 1.008 SOC STUD 9
M 565454345256 LUCKY AVE LIMA OH 45801 SHARRI AUSTIN 1.008 SOC STUD 9
JOHN 134876456881 THAYER ROAD LIMA OH 45801 SHARRI AUSTIN 1.008 SOC STUD 9
58909845612 NORTH ST LIMA OH 45801 DONALD BERRY 1.009 ART 10
278654738345 N FRONT ST LIMA OH 45801 DONALD BERRY 1.009 ART 10
IAM 456309900702 BRISTOL LIMA OH 45801 DONALD BERRY 1.009 ART 10
908987876665 SUGAR STREET LIMA OH 45801 DONALD BERRY 1.009 ART 10
123768453600 BLOOM DRIVE LIMA OH 45801 DONALD BERRY 1.009 ART 10
ARION 36985236990 ELM STREET LIMA OH 45801 DONALD BERRY 1.005 SPANISH I
LAS 5554443349065 BLISS RD LIMA OH 45801 DONALD BERRY 1.005 SPANISH I
JOHN 134876456881 THAYER ROAD LIMA OH 45801 DONALD BERRY 1.005 SPANISH I
58909845612 NORTH ST LIMA OH 45801 DONALD BERRY 1.005 BAS ENGLISH 10
278654738345 N FRONT ST LIMA OH 45801 DONALD BERRY 1.005 BAS ENGLISH 10
IAM 456309900702 BRISTOL LIMA OH 45801 DONALD BERRY 1.005 BAS ENGLISH 10
908987876665 SUGAR STREET LIMA OH 45801 DONALD BERRY 1.005 BAS ENGLISH 10
123768453600 BLOOM DRIVE LIMA OH 45801 DONALD BERRY 1.005 BAS ENGLISH 10
H 123098654843 NORTHWALD DR LIMA OH 45801 DONALD BERRY 1.007 ANATOMY
H 123098654843 NORTHWALD DR LIMA OH 45801 DONALD BERRY 1.008 ANATOMY
ARION 37687324590 ELM STREET LIMA OH 45801 DONALD BERRY 1.003 FRENCH III
ARION 37687324590 ELM STREET LIMA OH 45801 DONALD BERRY 1.003AFRENCH III
HEW 564789874776 BROADWAY BLVD LIMA OH 45801 DONALD BERRY 1.003 FRENCH III
HEW 564789874776 BROADWAY BLVD LIMA OH 45801 DONALD BERRY 1.003AFRENCH III
D 8909876547632 BLENDON PLACE LIMA OH 45801 DONALD BERRY 1.003 FRENCH III
D 8909876547632 BLENDON PLACE LIMA OH 45801 DONALD BERRY 1.003AFRENCH III
ENE 453123789890 BACON TRAIL LIMA OH 45801 DONALD BERRY 1.003 FRENCH III
ENE 453123789890 BACON TRAIL LIMA OH 45801 DONALD BERRY 1.003AFRENCH III
H 453676123843 NORTHWALD DR LIMA OH 45801 DONALD BERRY 1.003 FRENCH III
H 453676123843 NORTHWALD DR LIMA OH 45801 DONALD BERRY 1.003AFRENCH III
267874612122 NORTH ST LIMA OH 45801 DONALD BERRY 1.007 PHYSICS
267874612122 NORTH ST LIMA OH 45801 DONALD BERRY 1.008 PHYSICS
568978542345 N FRONT ST LIMA OH 45801 DONALD BERRY 1.007 PHYSICS
568978542345 N FRONT ST LIMA OH 45801 DONALD BERRY 1.008 PHYSICS
WARD 458769300597 STATE STREET LIMA OH 45801 DONALD BERRY 1.007 PHYSICS
WARD 458769300597 STATE STREET LIMA OH 45801 DONALD BERRY 1.008 PHYSICS
D 756543290763 2 BLENDON PLACE LIMA OH 45801 DONALD BERRY 1.007 PHYSICS
D 756543290763 2 BLENDON PLACE LIMA OH 45801 DONALD BERRY 1.008 PHYSICS
H 123098654843 NORTHWALD DR LIMA OH 45801 DONALD BERRY 1.007 PHYSICS
H 123098654843 NORTHWALD DR LIMA OH 45801 DONALD BERRY 1.008 PHYSICS
58909845612 NORTH ST LIMA OH 45801 RONALD CASTLE 1.001 ANATOMY
58909845612 NORTH ST LIMA OH 45801 RONALD CASTLE 1.002 ANATOMY
278654738345 N FRONT ST LIMA OH 45801 RONALD CASTLE 1.001 ANATOMY
278654738345 N FRONT ST LIMA OH 45801 RONALD CASTLE 1.002 ANATOMY

Home School Export

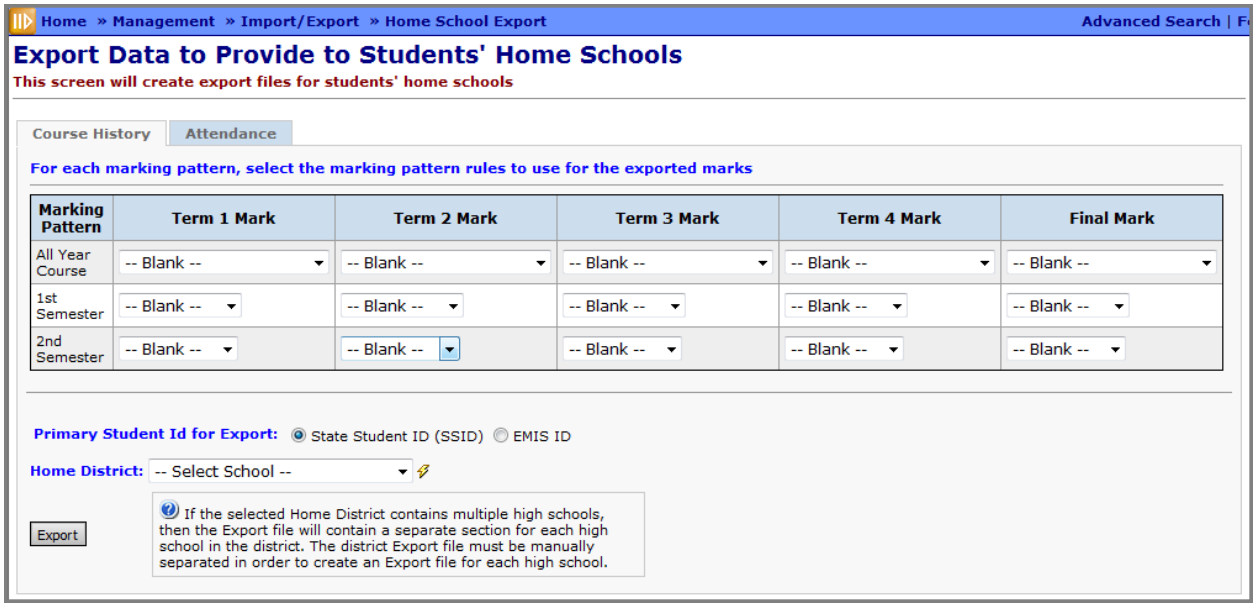
Navigation: Home – Management – Import/Export – Home School Export

The Home School Export is the process used by the JVS to export the marks and attendance data out of the JVS to the home schools. This process will create export files to be processed in SIS.

Home School Export – Course History

Navigation: Home – Management – Import/Export – Home School Export – Course History Tab

This is commonly referred to as the JVS Grades Export**.** Any school (not just JVSes) can use the Home School Export. The Home School Export will only export students with marks in courses with a Course Type of Class, Post-Secondary Course, or Vocational as defined on the Courses – Miscellaneous tab.


Home » Management » Import/Export » Home School Export
Advanced Search
Export Data to Provide to Students' Home Schools
This screen will create export files for students' home schools
Course History
Attendance
For each marking pattern, select the marking pattern rules to use for the exported marks
Marking Pattern
Term 1 Mark
Term 2 Mark
Term 3 Mark
Term 4 Mark
Final Mark
All Year Course
1st Semester
2nd Semester
-- Blank --
Primary Student Id for Export:
State Student ID (SSID)
EMIS ID
Home District:
-- Select School --
Export
If the selected Home District contains multiple high schools, then the Export file will contain a separate section for each high school in the district. The district Export file must be manually separated in order to create an Export file for each high school.

Marking Pattern Mark Types - For each Marking Pattern active in StudentInformation, enter up to five Term Mark Types (based on the Marking Pattern Rules) to use for the exported marks. The dropdowns will be filled in according to the Marking Pattern Rules at the JVS. Please consult the Home School to determine which marks they want sent over. Since a separate export file is created for each Home School, the JVS can tailor each file to the Home School's specific needs.

> ***NOTE:*** *When you Import, you will be selecting a single Reporting Term, Mark Type and Credit Type for each Term that will apply to all Marking Patterns, so be sure to use marks that will have the same Mark Type and Credit Type regardless of Marking Pattern.*
>
> ***NOTE:*** *Marking patterns with no rules selected will not export.*
>
> ***NOTE:*** *An error message will display reminding users that at least one mark must be selected for one row (or they will get an empty file).*
>
> **Please correct the following errors:**
> **- At least one mark must be selected**

Primary Student Id for Export (required) – Choose State Student ID (SSID) or EMIS ID. The default is the SSID. If SSID is chosen and a student does not have an SSID, then the EMIS ID will be included in the export record. If EMIS ID is chosen and a student does not have an EMIS ID, then the SSID will be included in the export record. If the student does not have an SSID or an EMIS ID, then the SSID/EMIS ID field will be left blank in the export record.

Whenever possible choose to export by SSID versus EMIS ID. A student in multiple districts must have the same SSID but can have varying EMIS IDs at each district. An exception to this would be if the home school is a non-public school and does not use SSIDs – the JVS would want to do the export by EMIS ID. If they chose SSID for the export file, then nothing would be imported to the non-public school since they do not use SSIDs.

Home District (required) – Choose the IRN of the Home School district to which this data applies. The Home District drop-down list is populated based on the building Home School IRN field on the Student Profile – General tab.

Note for Home Districts with multiple high schools: The export creates a single export file for the district selected for exporting, which includes all records for each building in the selected district where one or more students had their home school set to that building. If the selected Home District contains multiple high schools then the Export file will contain a separate section for each high school in the district. The district Export file must be manually separated in order to create an Export file for each High School.

Export – A file is created. After opening this file and verifying the date, email the file to the Home School if necessary.

The Course History file layout will be as follows with the starting point of that field and the length in parenthesis. The output file defaults to the name StudentMarks000000.SEQ, where 000000 is the Home School District IRN. The file is a fixed width file with a header row.

File Format

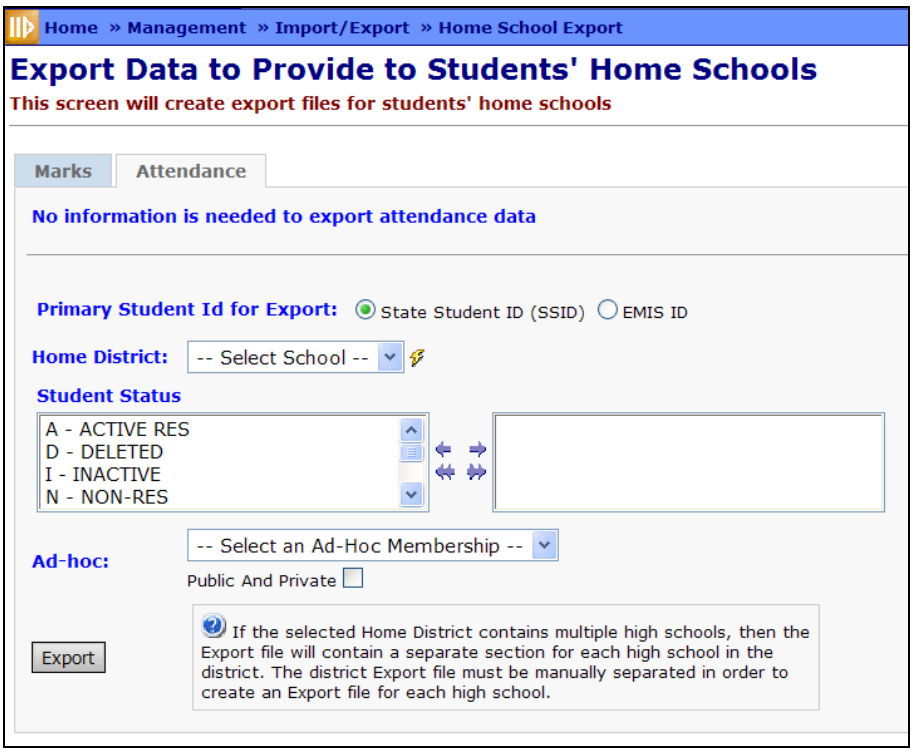
Field Name	Position	Description
StudentNumber	1 - 9	
GradeLevelCode	10 - 11	
LastName	12 - 29	
FirstName	30 - 43	
CalledName	44 - 51	
SSIDOrEMISID	52 - 60	
HomeSchoolCode	61 - 64	
SchoolYear	65 - 68	
Abbreviation	69 - 76	
SectionNumber	77 - 78	
CourseShortName	79 - 93	
CompletionDate	94 - 99	[Date, formatted yyyymm]
SchoolCode	100 - 103	
-- BLANK --	104 - 109	[Filler Field for School Abbreviation]
CourseGradeLevelCode	110 - 111	
-- BLANK --	112	[Filler Field for Course Grade Level Count]
InCumGPA	113	[Boolean, Y or N]
InCumCredit	114	[Boolean, Y or N]
-- BLANK --	115	[Filler Field for Language Code]
-- BLANK --	116 - 118	[Filler Field for Hours of Instructions]
-- BLANK --	119	[Filler Field for Level of Difficulty]
AreaOfStudy	120 - 122	
SubjectArea	123 - 125	
TransferCode	126	
MarkAlpha1	127 - 129	
MarkNumeric1	130 - 135	
AttemptedCredit1	136 - 146	[Decimal, formatted ###0.000000, right justified]
EarnedCredit1	147 - 157	[Decimal, formatted ###0.000000, right justified]
MarkAlpha2	158 - 160	
MarkNumeric2	161 - 166	

Field Name	Position	Description
AttemptedCredit2	167 - 177	[Decimal, formatted ###0.000000, right justified]
EarnedCredit2	178 - 188	[Decimal, formatted ###0.000000, right justified]
MarkAlpha3	189 - 191	
MarkNumeric3	192 - 197	
AttemptedCredit3	198 - 208	[Decimal, formatted ###0.000000, right justified]
EarnedCredit3	209 - 219	[Decimal, formatted ###0.000000, right justified]
MarkAlpha4	220 - 222	
MarkNumeric4	223 - 228	
AttemptedCredit4	229 - 239	[Decimal, formatted ###0.000000, right justified]
EarnedCredit4	240 - 250	[Decimal, formatted ###0.000000, right justified]
-- BLANK --	251 - 253	[Filler Field for Cumulative Mark]
-- BLANK --	254 - 256	[Filler Field for Exam Mark]
-- BLANK --	257 - 259	[Filler Field for Average Mark]
MarkAlpha5	260 - 262	
MarkNumeric5	263 - 268	
AttemptedCredit5	269 - 279	[Decimal, formatted ###0.000000, right justified]
EarnedCredit5	280 - 290	[Decimal, formatted ###0.000000, right justified]
LevelOfDifficulty	291 - 298	
CourseCode	299 - 314	
EMISSubject	315 - 320	
-- BLANK --	321 - 322	Filler
EMISSubjectAreaCredit	323 - 325	
-- BLANK --	326 - 330	Filler
CORESubjectArea	331 - 333	
-- BLANK --	334 - 341	Filler
CourseCredit	342 - 349	[Decimal, formatted 0.000000, right justified]
-- BLANK --	350 - 357	Filler
CreditRatioDenominator	358 - 360	[Integer, formatted ###0, right justified]
CreditFlex	361	
IsDualCredit	362	“Y” = 1 “N” = 0 “*” = null (blank)
IsCollegePrep	363	“Y” = 1 “N” = 0 “*” = null (blank)

Home School Export – Attendance

Navigation: Home – Management – Import/Export – Home School Export – EMIS Attendance tab

The JVS typically exports attendance at midyear and at the end of the year. When the JVS attendance is imported into the Home School an entry is created on the student's External Absences page in StudentInformation. As of 10.3.0.16150, the Attendance export function includes Days Attended and will split absences into excused and unexcused.


Home » Management » Import/Export » Home School Export
Export Data to Provide to Students' Home Schools
This screen will create export files for students' home schools
Marks
Attendance
No information is needed to export attendance data
Primary Student Id for Export:
State Student ID (SSID)
EMIS ID
Home District:
-- Select School --
Student Status
A - ACTIVE RES
D - DELETED
I - INACTIVE
N - NON-RES
Ad-hoc:
-- Select an Ad-Hoc Membership --
Public And Private
Export
If the selected Home District contains multiple high schools, then the Export file will contain a separate section for each high school in the district. The district Export file must be manually separated in order to create an Export file for each high school.

Primary Student Id for Export (required) **-** Choose State Student ID (SSID) or EMIS ID. The default is the SSID. If SSID is chosen and a student does not have an SSID, then the EMIS ID will be included in the export record. If EMIS ID is chosen and a student does not have an EMIS ID, then the SSID will be included in the export record. If the student does not have an SSID or an EMIS ID, then the SSID/EMIS ID field will be left blank in the export record.

Whenever possible choose to export by SSID versus EMIS ID. A student in multiple districts must have the same SSID but can have varying EMIS IDs at each district. An exception to this would be if the home school is a non-public school and does not use SSIDs – the JVS would want to do the export by EMIS ID. If they chose SSID for the export file, then nothing would be imported to the non-public school since they do not use SSIDs.

Home District (required) – Choose the IRN of the Home School district this data applies to. The Home District dropdown list is populated based on the building Home School IRN field on the Student Profile – General tab.

Note for Home Districts with multiple high schools: The export creates a single export file for the district selected for exporting, which includes all records for each building in the selected district where one or more students had their home school set to that building. If the selected Home District contains multiple high schools then the Export file will contain a separate section for each high school in the district. The district Export file must be manually separated in order to create an Export file for each High School.

Student Status (optional) – Choose the Student Status of the students to include in the Home School Attendance Export. If no Student Status is selected, then students with all Student Statuses will be exported.

Ad-hoc (optional) – Specify an Ad-Hoc Membership Group to limit the report to the students in this group. All other selection criteria will be ignored.

Check the **Public and Private** checkbox to see Memberships created by other users in your drop-down list.

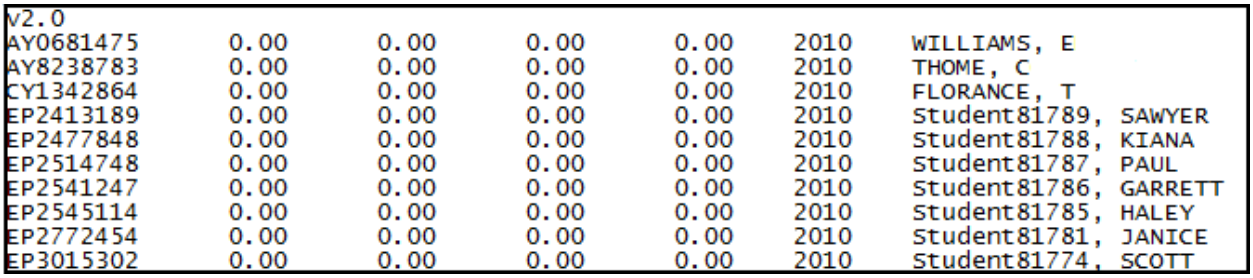
Export – Export Attendance data. After opening this file and verifying the date, email the file to the Home School if necessary.

10.3.0.16150 and after - The Attendance file layout will be as follows: The output file defaults to the name StudentAttendance000000.SEQ, where 000000 is the Home School District IRN. The file is fixed width files with a header row.

> ***NOTE:*** *The Attended, Absence Excused, Absence Unexcused and Tardy values are right justified.*

Field	Start Position/End Position	Length	Comments
SSID / EMIS Id	1/9	9	State Student Id or EMIS Id. When user chooses to export SSID, the process will use the SSID if the SSID is present or the EMIS Id if the SSID is not present. When user chooses to export EMIS Id, the process will use the EMIS Id if the EMIS Id is present or the SSID if the EMIS Id is not present
Attended	10/19 right justified	10	The sum of the days attended as indicated on the student's calendar day actual days minus the absence level of any absences on the calendar day. Examples: 1. Student's calendar day indicates 1 actual day of attendance, student does not have an absence record on calendar day, and then the student will be given 1 actual day of attendance. 2. Student's calendar day indicates 0.5 actual days, and student does not have an absence record, student will be given 0.5 days attendance for the calendar day. 3. Student's calendar indicates 1 actual day of attendance, student has an absence record indicating 0.5 days absence then the student will be given 1 – 0.5 days attendance (or 0.5 days attendance) on the calendar day.
Absence Excused	20/29 right justified	10	Sum of the absence levels on all student absences marked as excused.
Absence Unexcused	30/39 right justified	10	Sum of the absence levels on all student absences marked as unexcused.
Tardy	40/49 right justified	10	The number of absence records marked tardy.
School Year	54/57	4	School year of absence data. This is not the fiscal year of the absence data.
Student Name	62	32	Student name. Last name, first name

The following figure shows an example of the Home School Export – Attendance file.



```
V2.0
AY0681475    0.00    0.00    0.00    0.00    2010    WILLIAMS, E
AY8238783    0.00    0.00    0.00    0.00    2010    THOME, C
CY1342864    0.00    0.00    0.00    0.00    2010    FLORANCE, T
EP2413189    0.00    0.00    0.00    0.00    2010    Student81789, SAWYER
EP2477848    0.00    0.00    0.00    0.00    2010    Student81788, KIANA
EP2514748    0.00    0.00    0.00    0.00    2010    Student81787, PAUL
EP2541247    0.00    0.00    0.00    0.00    2010    Student81786, GARRETT
EP2545114    0.00    0.00    0.00    0.00    2010    Student81785, HALEY
EP2772454    0.00    0.00    0.00    0.00    2010    Student81781, JANICE
EP3015302    0.00    0.00    0.00    0.00    2010    Student81774, SCOTT
```

Prior to 10.3.0.16150, the Attendance file layout will be as follows with the starting point of that field and the length in parenthesis. The output file defaults to the name StudentAttendance000000.SEQ, where 000000 is the Home School District IRN. The file is fixed width files with a header row.

- State Student ID (SSID) or EMIS ID – depending on ‘Primary Student Id for Export’ option selected (1, 9)
- School Year (10, 4)
- Report Term Code or Report Term Export Code – depending on ‘Home School Term Format’ option selected (14, 3)
- Absence Type (17, 1)
- Full Day Absences (18, 3)
- Half Day Absences (21, 3)
- Tardies (24, 3)
- Filler (27,12)
- Student Name (39, 30)

  NOTE: *The Home School Import will accept either file layout (pre-10.3 or 10.3-after).*

Findlay Dialer Export

Navigation: Home – Management – Import/Export – Findlay Dialer Export

This export is a specific format for schools that use an auto dialer program or third party program to dial home for students that are listed in the export file as absent for the current date.

Home » Management » Import/Export » Findlay Dialer Export
Auto Dialer Export For Findlay (Attendance)
From this screen, you can export data for a specific file format.
-- Select an Export Format --
-- Select an Export Format --
PHON version 1
PHON version 2

There are two formats currently that are created for the district’s use.

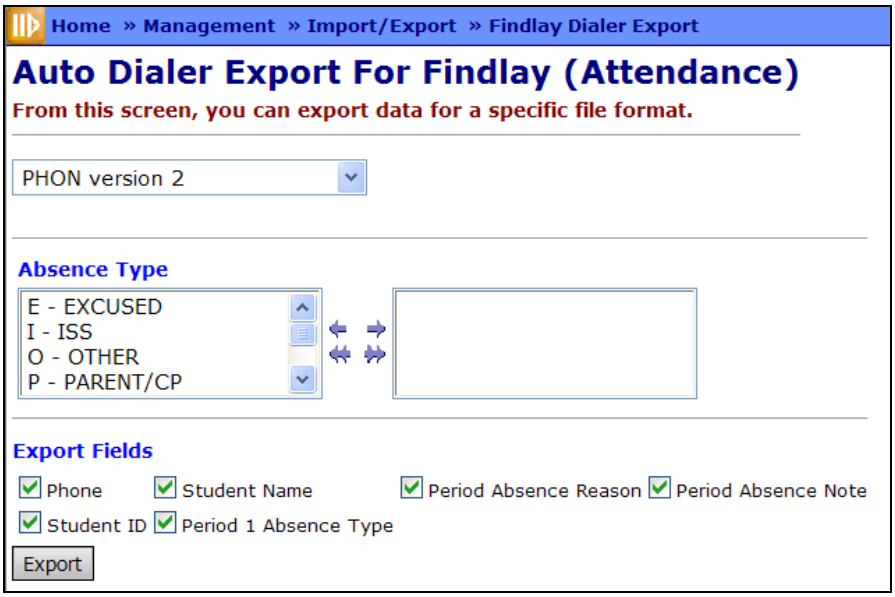
PHON Version 1

PHON version 1 returns students absent any period of the date for the current processing date.

This file is comma delimited, left-justified, and contains the following fields:

- Area Code and Phone Number
- Student ID
- Student Last Name, First Name (Called Name)
- 1st Period Absence Type
- 2nd Period Absence Type
- 3rd Period Absence Type
- Grade Level

PHON Version 2



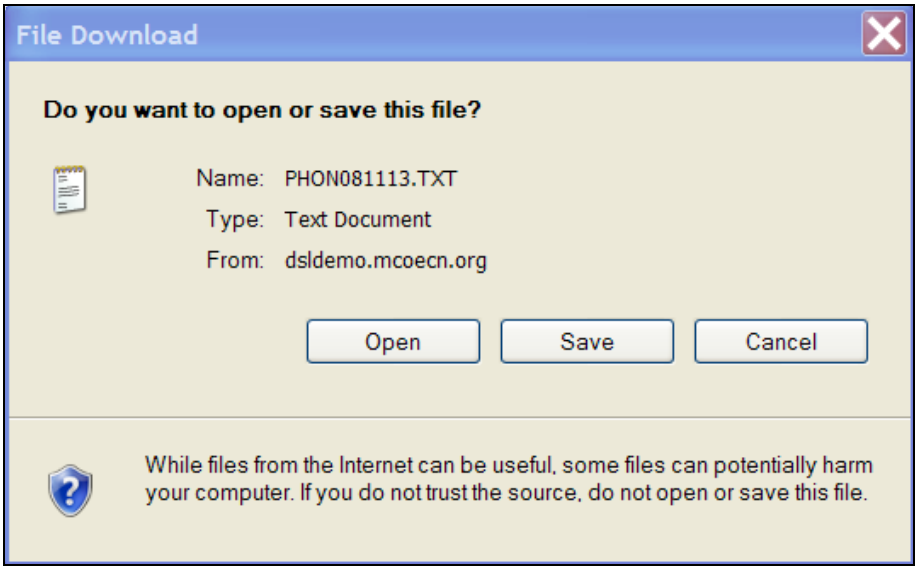
PHON version 2 returns students absent period 1 for the current processing date.

This file is comma delimited, left-justified, and contains the following fields:

- Phone Number
- Student ID
- Student Last Name, First Name (Called Name)
- 1st Period Absence Type
- Period Absence Reason
- Period Absence Note
- User Defined Field 1 (Data Flag 2)
- User Defined Field 2 (Data Flag 3)

Export Fields – The Export Fields will be defaulted, uncheck those fields that you do not want to export.

Export – Execute the Export process.


File Download
Do you want to open or save this file?
Name: PHON081113.TXT
Type: Text Document
From: dsldemo.mcoecn.org
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Save – Save this file to your hard drive or network drive.

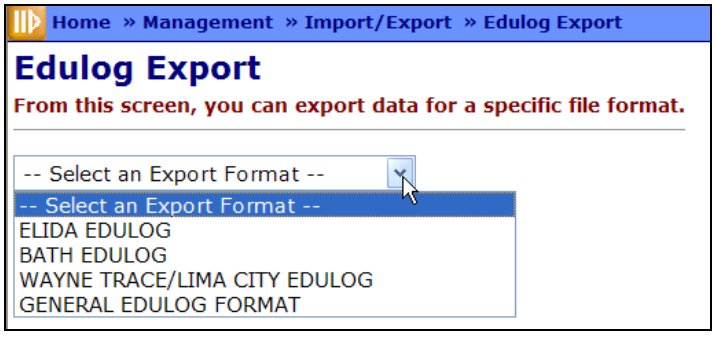
These exports are run daily, but are not automated. The export must be manually processed by the building. The file is comma delimited and left justified.

Edulog Export

Navigation: Home – Management – Import/Export – Edulog Export

Several districts use Edulog transportation software for bus routing. The file described in the following sections is the required format for import student data into Edulog. Each district using Edulog and importing student data from StudentInformation, presently has different requirements for address formatting and determining various codes in the file. The export will give the districts various selections for formatting of the export files. See also “Ad Hoc Reporting”.

> ***Note:*** *As of DASL v10.0, when the Edulog Export is run before the first day of school, it uses the first day of school to look up the EMIS FS and FD data.*


Home » Management » Import/Export » Edulog Export
Edulog Export
From this screen, you can export data for a specific file format.
-- Select an Export Format --
-- Select an Export Format --
ELIDA EDULOG
BATH EDULOG
WAYNE TRACE/LIMA CITY EDULOG
GENERAL EDULOG FORMAT

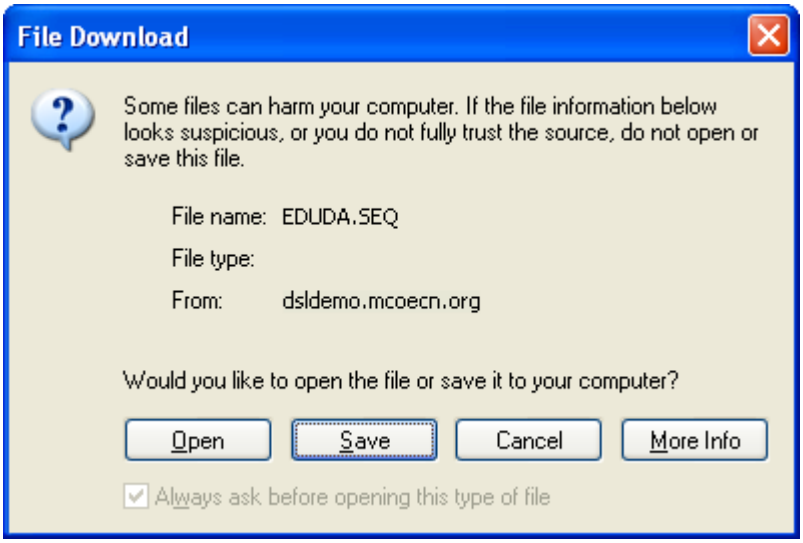
Elida Edulog

Navigation: Home – Management – Import/Export – Edulog Export – ELIDA EDULOG

Home » Management » Import/Export » Edulog Export
Edulog Export
From this screen, you can export data for a specific file format.
ELIDA EDULOG
District: DASL Local SD
School Year: 2007-2008
Please Note: For projections, change context to the new year.
Action:
All Students
Student updated since last run date
Include the deleted students since last school year
Export

Action (required) – Choose All Students or only Students updated since a specified last run date. Can also choose whether to include the deleted students since last school year.

Export – Execute the Export process.


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: EDUDA.SEQ
File type:
From: dsldemo.mcoecn.org
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

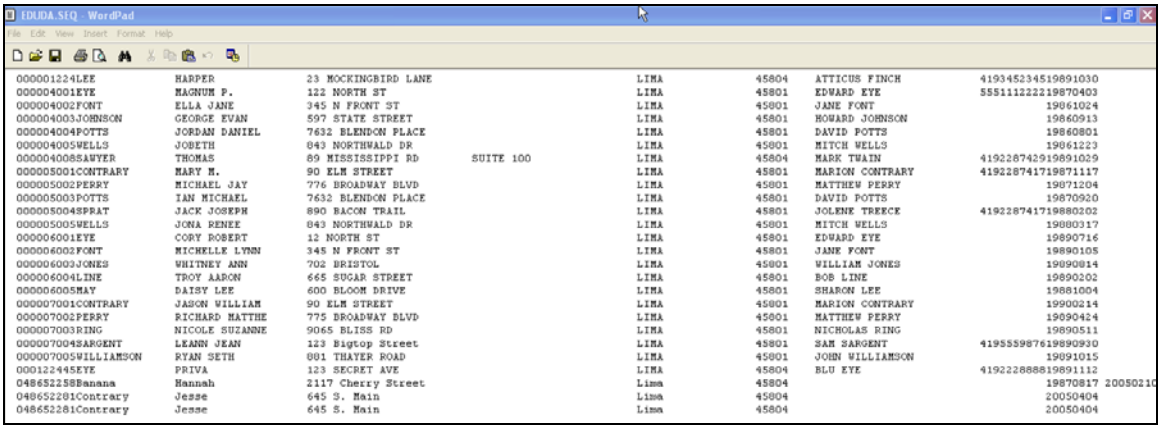
Save – Save this file to your hard drive or network drive.

The file is fixed width, left justified, with spaces for padding. The file layout will be as follows with the starting point of that field and the length in parenthesis.

- Student ID (1, 9)
- Student Last Name (10, 15)
- Student First Name (25, 14)
- School Code (39, 3) (Edulog school code, not StudentInformation school code)
- Grade Code (42, 3) (Edulog school code, not StudentInformation school code)
- Resident Address (45, 25)
- Mailing Address (70, 25)
- City (95, 18)
- Zip (113, 9)
- Parent (122, 25)
- Phone (147, 10)
- Date of Birth (157, 8) (formatted as mmddyyyy)
- Student Status (165, 1) (StudentInformation status code)
- Withdrawal Date (166, 8) (formatted as mmddyyyy)

Note that, for the Status code at position 165, any student on a non-attending calendar will have the code "D" listed, unless their Student Profile has Data Flag 3 set to "J".

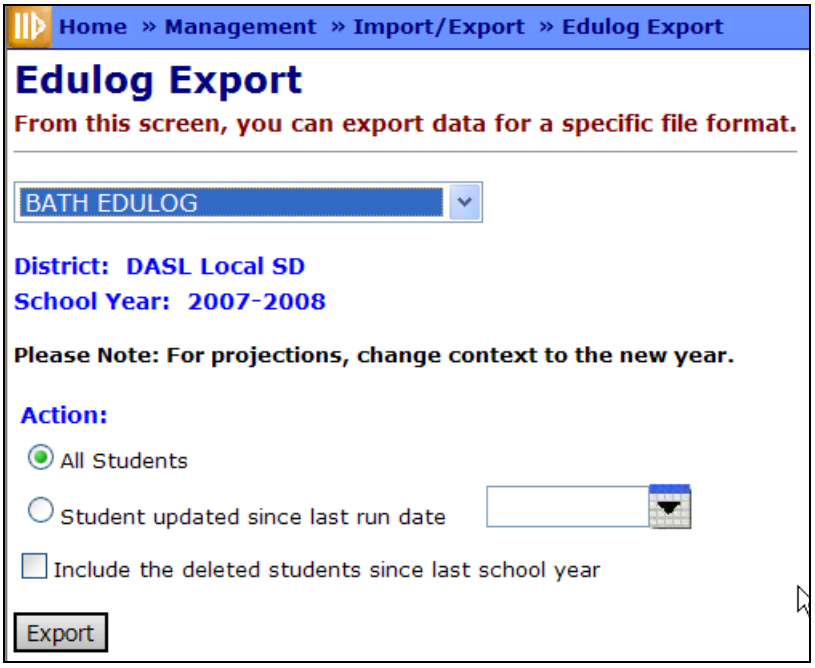
The following figure shows an example of the ELIDA EDULOG Export file.



```
000001224LEE            HARPER          23 MOCKINGBIRD LANE                     LIMA            45804   ATTICUS FINCH           419345234519891030
000004001EYE            MAGNUM P.       122 NORTH ST                            LIMA            45801   EDWARD EYE              555111222219870403
000004002FONT           ELLA JANE       345 N FRONT ST                          LIMA            45801   JANE FONT                       19061024
000004003JOHNSON        GEORGE EVAN     597 STATE STREET                        LIMA            45801   HOWARD JOHNSON                  19860913
000004004POTTS          JORDAN DANIEL   7632 BLENDON PLACE                      LIMA            45801   DAVID POTTS                     19860801
000004005WELLS          JOBETH          843 NORTHWALD DR                        LIMA            45801   MITCH WELLS                     19061223
000004008SAWYER         THOMAS          89 MISSISSIPPI RD       SUITE 100       LIMA            45804   MARK TWAIN              419228742919891029
000005001CONTRARY       MARY M.         90 ELM STREET                           LIMA            45801   MARION CONTRARY         419228741719871117
000005002PERRY          MICHAEL JAY     776 BROADWAY BLVD                       LIMA            45801   MATTHEW PERRY                   19871204
000005003POTTS          IAN MICHAEL     7632 BLENDON PLACE                      LIMA            45801   DAVID POTTS                     19870920
000005004SPRAT          JACK JOSEPH     890 BACON TRAIL                         LIMA            45801   JOLENE TREECE           419228741719880202
000005005WELLS          JONA RENEE      843 NORTHWALD DR                        LIMA            45801   MITCH WELLS                     19880317
000006001EYE            CORY ROBERT     12 NORTH ST                             LIMA            45801   EDWARD EYE                      19890716
000006002FONT           MICHELLE LYNN   345 N FRONT ST                          LIMA            45801   JANE FONT                       19890105
000006003JONES          WHITNEY ANN     702 BRISTOL                             LIMA            45801   WILLIAM JONES                   19090814
000006004LINE           TROY AARON      665 SUGAR STREET                        LIMA            45801   BOB LINE                        19890202
000006005MAY            DAISY LEE       600 BLOOM DRIVE                         LIMA            45801   SHARON LEE                      19881004
000007001CONTRARY       JASON WILLIAM   90 ELM STREET                           LIMA            45801   MARION CONTRARY                 19900214
000007002PERRY          RICHARD MATTHE  775 BROADWAY BLVD                       LIMA            45801   MATTHEW PERRY                   19090424
000007003RING           NICOLE SUZANNE  9065 BLISS RD                           LIMA            45801   NICHOLAS RING                   19890511
000007004SARGENT        LEANN JEAN      123 Bigtop Street                       LIMA            45801   SAM SARGENT             419555987619890930
000007005WILLIAMSON     RYAN SETH       801 THAYER ROAD                         LIMA            45801   JOHN WILLIAMSON                 19091015
000122445EYE            PRIVA           123 SECRET AVE                          LIMA            45804   BLU EYE                 419222888819891112
048652258Banana         Hannah          2117 Cherry Street                      Lima            45804                           19870817 20050210
048652281Contrary       Jesse           645 S. Main                             Lima            45804                           20050404
048652281Contrary       Jesse           645 S. Main                             Lima            45804                           20050404
```

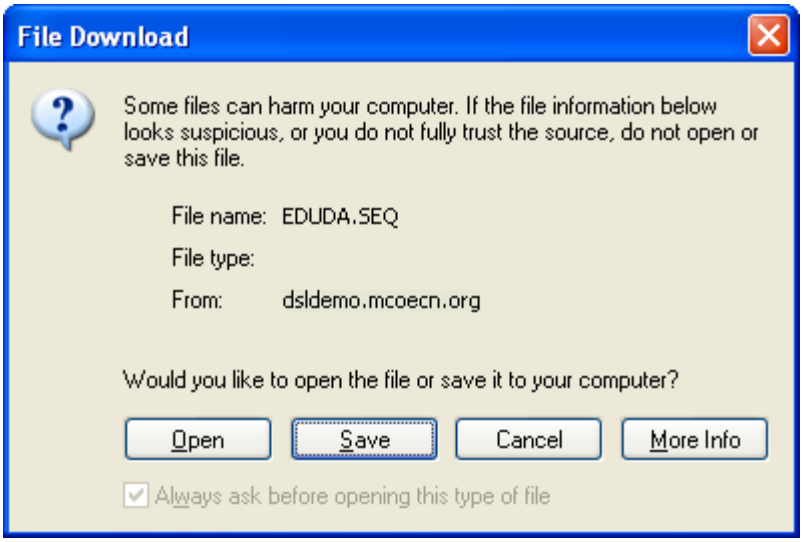
BATH Edulog

Navigation: Home – Management – Import/Export – Edulog Export – Bath EDULOG


Home » Management » Import/Export » Edulog Export
Edulog Export
From this screen, you can export data for a specific file format.
BATH EDULOG
District: DASL Local SD
School Year: 2007-2008
Please Note: For projections, change context to the new year.
Action:
All Students
Student updated since last run date
Include the deleted students since last school year
Export

Action (required) – Choose All Students or only Students updated since a specified last run date. Can also choose whether to include the deleted students since last school year.

Export – Execute the Export process.


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: EDUDA.SEQ
File type:
From: dsldemo.mcoecn.org
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

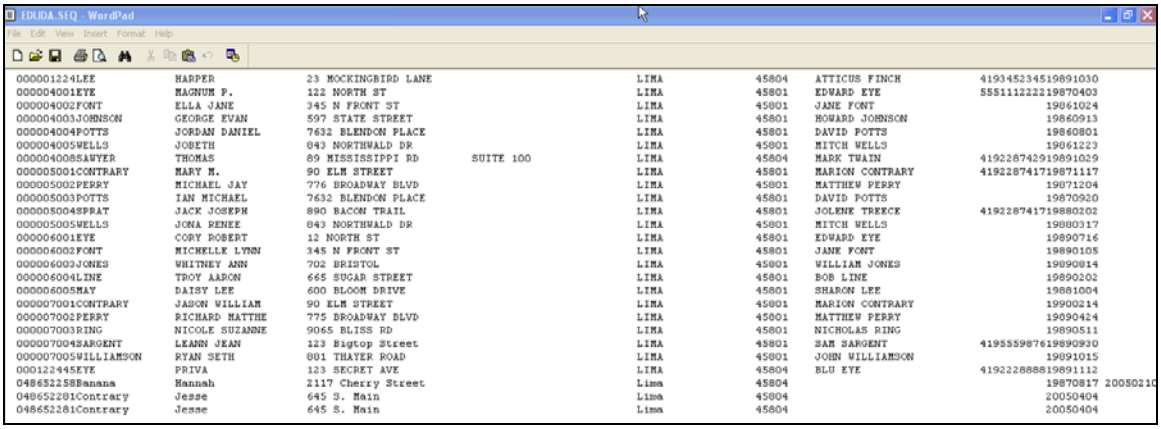
Save – Save this file to your hard drive or network drive.

The file is fixed width, left justified, with spaces for padding. The file layout will be as follows with the starting point of that field and the length in parenthesis.

- Student ID (1, 9)
- Student Last Name (10, 15)
- Student First Name (25, 14)
- School Code (39, 3) (Edulog school code, not StudentInformation school code)
- Grade Code (42, 3) (Edulog school code, not StudentInformation school code)
- Resident Address (45, 25)
- Mailing Address (70, 25)
- City (95, 18)
- Zip (113, 9)
- Parent (122, 25)
- Phone (147, 10)
- Date of Birth (157, 8) (formatted as mmddyyyy)
- Student Status (165, 1) (StudentInformation status code)
- Withdrawal Date (166, 8) (formatted as mmddyyyy)

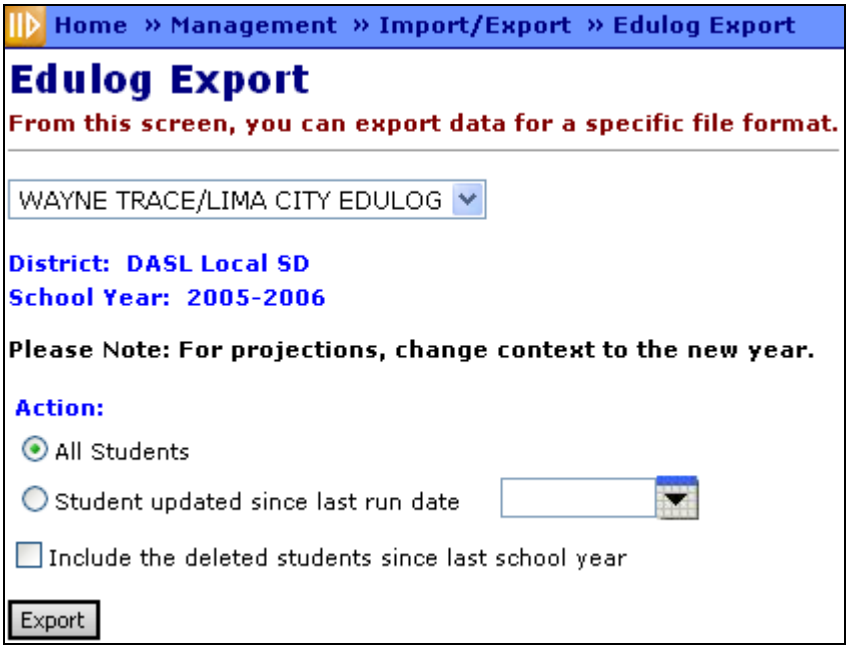
Note that, for the Status code at position 165, any student on a non-attending calendar will have the code D listed, unless their Student Profile has Data Flag 3 set to J.

The following figure shows an example of the BATH Edulog Export file.


EDUDA.STQ - WordPad
000001224LEE HARPER 23 MOCKINGBIRD LANE LIMA 45804 ATTICUS FINCH 419345234519891030
000004001EYE MAGNUM P. 122 NORTH ST LIMA 45801 EDWARD EYE 555111222219870403
000004002FONT ELLA JANE 345 N FRONT ST LIMA 45801 JANE FONT 19061024
000004003JOHNSON GEORGE EVAN 597 STATE STREET LIMA 45801 HOWARD JOHNSON 19860913
000004004POTTS JORDAN DANIEL 7632 BLENDON PLACE LIMA 45801 DAVID POTTS 19860801
000004005WELLS JOBETH 843 NORTHWALD DR LIMA 45801 MITCH WELLS 19061223
000004008SAWYER THOMAS 89 MISSISSIPPI RD SUITE 100 LIMA 45804 MARK TWAIN 419228742919891029
000005001CONTRARY MARY M. 90 ELM STREET LIMA 45801 MARION CONTRARY 419228741719871117
000005002PERRY MICHAEL JAY 776 BROADWAY BLVD LIMA 45801 MATTHEW PERRY 19871204
000005003POTTS IAN MICHAEL 7632 BLENDON PLACE LIMA 45801 DAVID POTTS 19870920
000005004SPRAT JACK JOSEPH 890 BACON TRAIL LIMA 45801 JOLENE TREECE 419228741719880202
000005005WELLS JONA RENEE 843 NORTHWALD DR LIMA 45801 MITCH WELLS 19880317
000006001EYE CORY ROBERT 12 NORTH ST LIMA 45801 EDWARD EYE 19890716
000006002FONT MICHELLE LYNN 345 N FRONT ST LIMA 45801 JANE FONT 19890105
000006003JONES WHITNEY ANN 702 BRISTOL LIMA 45801 WILLIAM JONES 19890814
000006004LINE TROY AARON 665 SUGAR STREET LIMA 45801 BOB LINE 19890202
000006005MAY DAISY LEE 600 BLOOM DRIVE LIMA 45801 SHARON LEE 19881004
000007001CONTRARY JASON WILLIAM 90 ELM STREET LIMA 45801 MARION CONTRARY 19900214
000007002PERRY RICHARD MATTHE 775 BROADWAY BLVD LIMA 45801 MATTHEW PERRY 19890424
000007003RING NICOLE SUZANNE 9065 BLISS RD LIMA 45801 NICHOLAS RING 19890511
000007004SARGENT LEANN JEAN 123 Bigtop Street LIMA 45801 SAM SARGENT 419555987619890930
000007005WILLIAMSON RYAN SETH 881 THAYER ROAD LIMA 45801 JOHN WILLIAMSON 19891015
000122445EYE PRIVA 123 SECRET AVE LIMA 45804 BLU EYE 419222888819891112
048652258Banana Hannah 2117 Cherry Street Lima 45804 19870817 20050210
048652281Contrary Jesse 645 S. Main Lima 45804 20050404
048652281Contrary Jesse 645 S. Main Lima 45804 20050404

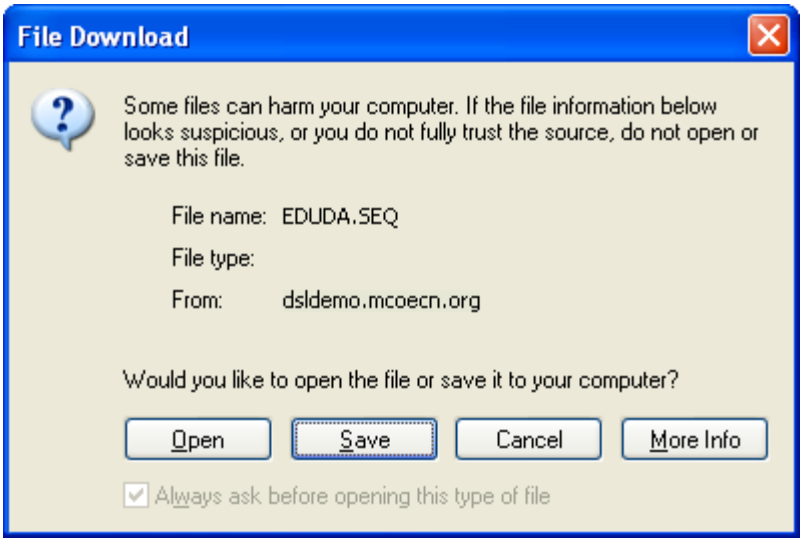
Wayne Trace/Lima City Edulog

Navigation: Home – Management – Import/Export – Edulog Export – WAYNE TRACE/LIMA CITY EDULOG


Home » Management » Import/Export » Edulog Export
Edulog Export
From this screen, you can export data for a specific file format.
WAYNE TRACE/LIMA CITY EDULOG
District: DASL Local SD
School Year: 2005-2006
Please Note: For projections, change context to the new year.
Action:
All Students
Student updated since last run date
Include the deleted students since last school year
Export

Action (required) – Choose All Students or only Students updated since a specified last run date. Can also choose whether to include the deleted students since last school year.

Export – Execute the Export process.


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: EDUDA.SEQ
File type:
From: dsldemo.mcoecn.org
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

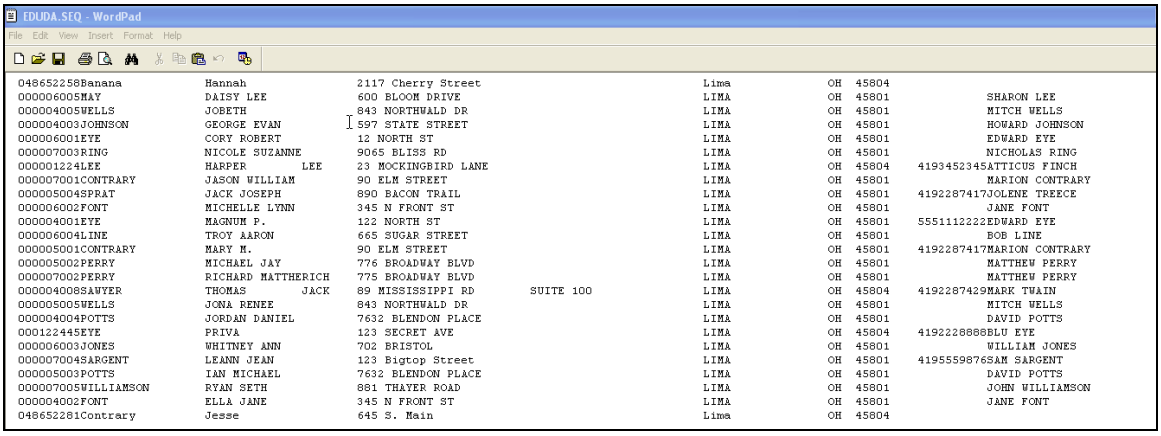
Save – Save this file to your hard drive or network drive.

The file is fixed width, left justified, with spaces for padding. The file layout will be as follows with the starting point of that field and the length in parenthesis.

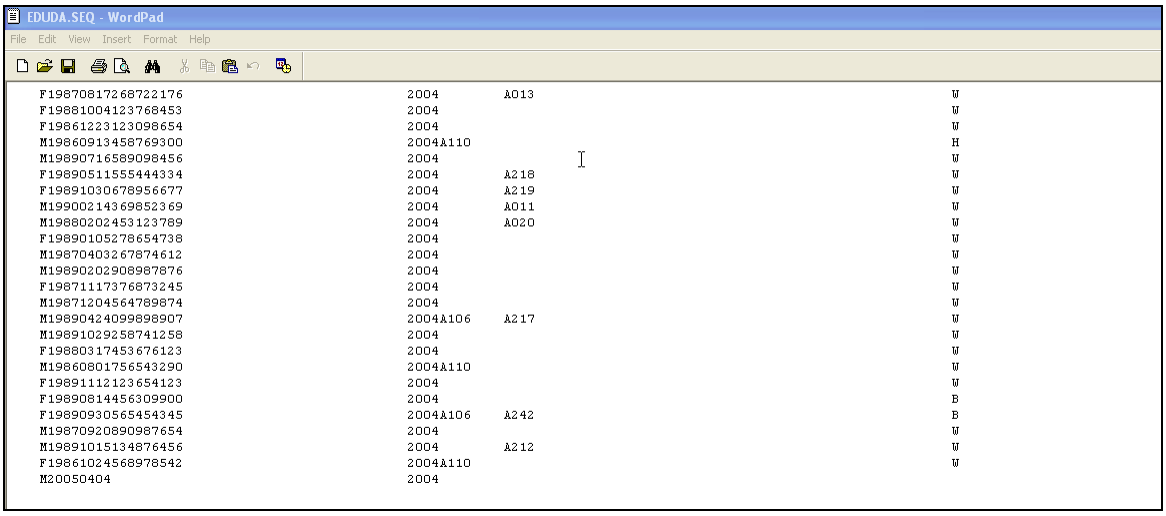
- Student ID (1, 9)
- Student Last Name (10, 18)
- Student Given Name (28, 14)
- Student Called Name (42, 8)
- Resident Address (50, 25)
- Mailing Address (75, 25)
- City (100, 18)
- State (118, 4)
- Zip (122, 9)
- Area Code (131, 3)
- Phone (134, 7)
- Parent/Guardian (141, 25)
- Sex (166, 1)
- Birth Century (167, 2)
- Birth Year (169, 2)
- Birth Month (171, 2)
- Birth Day (173, 2)
- Social Security Number (175, 9)
- Counselor (184, 25)
- Student Status (209, 1)
- Grade Level (210, 2)
- School Year (212, 4)
- Homeroom (216, 4)
- Program Code (220, 2)
- Disability Code (222, 2)
- Locker (224, 4)
- Locker Combination (228, 8)
- Previous School (236, 4)
- Admission Century (240, 2)
- Admission Year (242, 2)
- Admission Month (244, 2)
- Admission Day (246, 2)
- Admission Code High (248, 1)
- Admission Code Low (249, 1)
- Withdrawal Century (250, 2)
- Withdrawal Year (252, 2)
- Withdrawal Month (254, 2)
- Withdrawal Day (256, 2)
- Withdrawal Code High (258, 1)
- Withdrawal Code Low (259, 1)
- Transfer to School (260, 4)
- Transfer Date (264, 8) (formatted as yyyymmdd)
- Diploma Century (272, 2)
- Diploma Year (274, 2)
- Diploma Month (276, 2)
- Diploma Day (278, 2)
- Ethnic Code (280, 2)
- Filler (282, 23) (First 5 positions are data flags, next 10 positions are scheduling flags, last 8 positions are the last date the student's schedule was changed)
- Listed/Unlisted Code (305, 1)
- Parent/Guardian Relationship (306, 1)
- Filler (307, 2) (First position contains birth date verification code, second position contains the file received flag)
- Calendar (309, 1)
- Filler (310, 7) (First position contains file sent flag, second position contains graduation rule code, last 5 positions contain report flags)
- New Homeroom (317, 4)

- Residency Code (321, 4)
- Special Ed Code (325, 3)
- Attendance Code (328, 1)
- Filler (329, 22) (First 8 positions contain the last date the STUD record was modified, ninth position contains the scheduling priority code)
- Edulog School Code (351, 4) (StudentInformation School Code

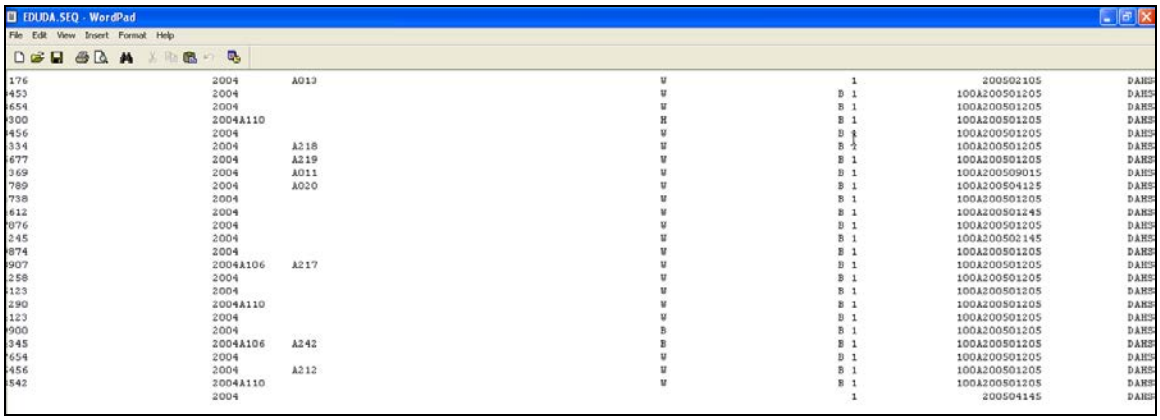
The following figures show an example of the Wayne Trace/Lima City Edulog export file.




```
048652258Banana          Hannah              2117 Cherry Street                    Lima          OH  45804
000006005MAY             DAISY LEE           600 BLOOM DRIVE                       LIMA          OH  45801            SHARON LEE
000004005WELLS           JOBETH              843 NORTHWALD DR                      LIMA          OH  45801            MITCH WELLS
000004003JOHNSON         GEORGE EVAN         597 STATE STREET                      LIMA          OH  45801            HOWARD JOHNSON
000006001EYE             CORY ROBERT         12 NORTH ST                           LIMA          OH  45801            EDWARD EYE
000007003RING            NICOLE SUZANNE      9065 BLISS RD                         LIMA          OH  45801            NICHOLAS RING
000001224LEE             HARPER       LEE    23 MOCKINGBIRD LANE                   LIMA          OH  45804  4193452345ATTICUS FINCH
000007001CONTRARY        JASON WILLIAM       90 ELM STREET                         LIMA          OH  45801            MARION CONTRARY
000005004SPRAT           JACK JOSEPH         890 BACON TRAIL                       LIMA          OH  45801  4192287417JOLENE TREECE
000006002FONT            MICHELLE LYNN       345 N FRONT ST                        LIMA          OH  45801            JANE FONT
000004001EYE             MAGNUM P.           122 NORTH ST                          LIMA          OH  45801  5551112222EDWARD EYE
000006004LINE            TROY AARON          665 SUGAR STREET                      LIMA          OH  45801            BOB LINE
000005001CONTRARY        MARY M.             90 ELM STREET                         LIMA          OH  45801  4192287417MARION CONTRARY
000005002PERRY           MICHAEL JAY         776 BROADWAY BLVD                     LIMA          OH  45801            MATTHEW PERRY
000007002PERRY           RICHARD MATTHERICH  775 BROADWAY BLVD                     LIMA          OH  45801            MATTHEW PERRY
000004008SAWYER          THOMAS       JACK   89 MISSISSIPPI RD       SUITE 100     LIMA          OH  45804  4192287429MARK TWAIN
000005005WELLS           JONA RENEE          843 NORTHWALD DR                      LIMA          OH  45801            MITCH WELLS
000004004POTTS           JORDAN DANIEL       7632 BLENDON PLACE                    LIMA          OH  45801            DAVID POTTS
000122445EYE             PRIVA               123 SECRET AVE                        LIMA          OH  45804  4192228888BLU EYE
000006003JONES           WHITNEY ANN         702 BRISTOL                           LIMA          OH  45801            WILLIAM JONES
000007004SARGENT         LEANN JEAN          123 Bigtop Street                     LIMA          OH  45801  4195559876SAM SARGENT
000005003POTTS           IAN MICHAEL         7632 BLENDON PLACE                    LIMA          OH  45801            DAVID POTTS
000007005WILLIAMSON      RYAN SETH           881 THAYER ROAD                       LIMA          OH  45801            JOHN WILLIAMSON
000004002FONT            ELLA JANE           345 N FRONT ST                        LIMA          OH  45801            JANE FONT
048652281Contrary        Jesse               645 S. Main                           Lima          OH  45804
```



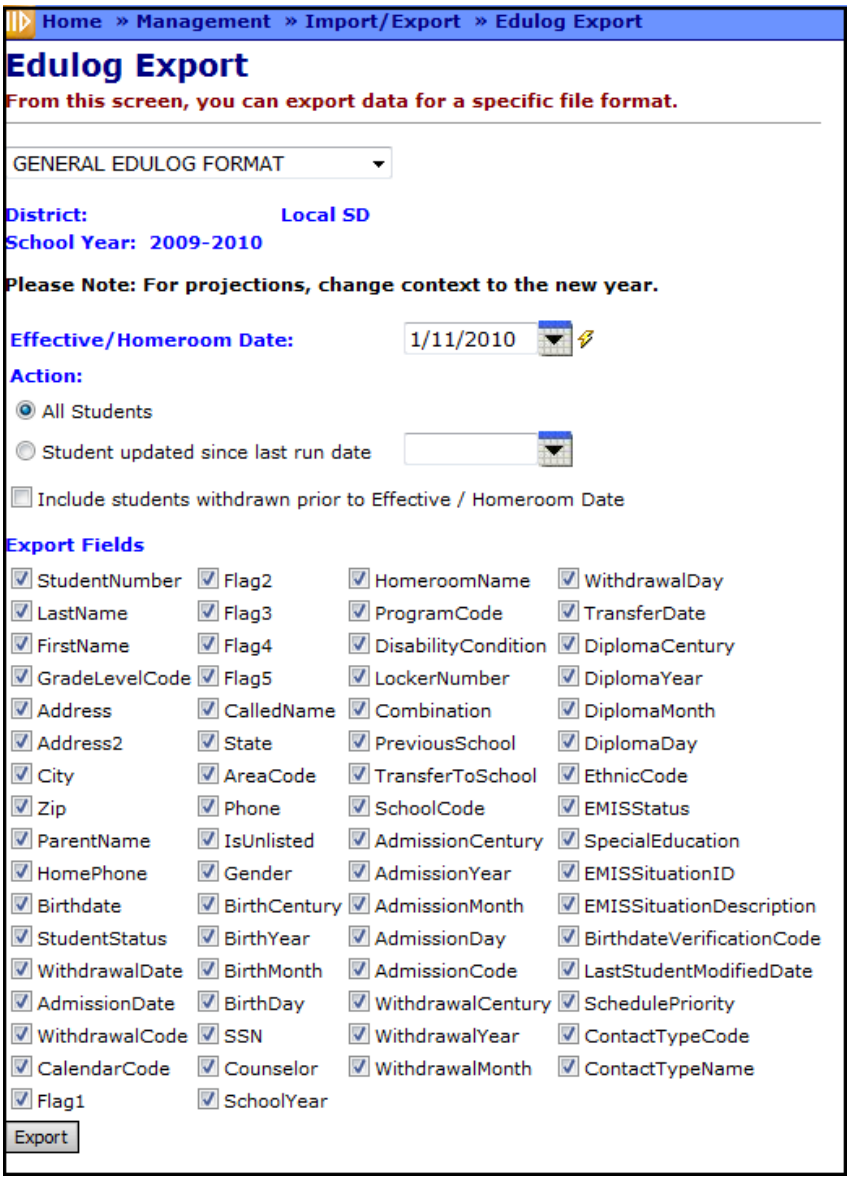

```
F19870817268722176                    2004        A013                                W
F19881004123768453                    2004                                            W
F19861223123098654                    2004                                            W
M19860913458769300                    2004A110                                        H
M19890716589098456                    2004                                            W
F19890511555444334                    2004        A218                                W
F19891030678956677                    2004        A219                                W
M19900214369852369                    2004        A011                                W
M19880202453123789                    2004        A020                                W
F19890105278654738                    2004                                            W
M19870403267874612                    2004                                            W
M19890202908987876                    2004                                            W
F19871117376873245                    2004                                            W
M19871204564789874                    2004                                            W
M19890424099898907                    2004A106    A217                                W
M19891029258741258                    2004                                            W
F19880317453676123                    2004                                            W
M19860801756543290                    2004A110                                        W
F19891112123654123                    2004                                            W
F19890814456309900                    2004                                            B
F19890930565454345                    2004A106    A242                                B
M19870920890987654                    2004                                            W
M19891015134876456                    2004        A212                                W
F19861024568978542                    2004A110                                        W
M20050404                             2004
```




```
176                   2004        A013                W          1          200502105   DAHS
453                   2004                            W        B 1        100A200501205   DAHS
654                   2004                            W        B 1        100A200501205   DAHS
000                   2004A110                        H        B 1        100A200501205   DAHS
456                   2004                            W        B 1        100A200501205   DAHS
334                   2004        A218                W        B 1        100A200501205   DAHS
677                   2004        A219                W        B 1        100A200501205   DAHS
369                   2004        A011                W        B 1        100A200509015   DAHS
789                   2004        A020                W        B 1        100A200504125   DAHS
738                   2004                            W        B 1        100A200501205   DAHS
612                   2004                            W        B 1        100A200501245   DAHS
076                   2004                            W        B 1        100A200501205   DAHS
245                   2004                            W        B 1        100A200502145   DAHS
874                   2004                            W        B 1        100A200501205   DAHS
907                   2004A106    A217                W        B 1        100A200501205   DAHS
258                   2004                            W        B 1        100A200501205   DAHS
123                   2004                            W        B 1        100A200501205   DAHS
290                   2004A110                        W        B 1        100A200501205   DAHS
123                   2004                            W        B 1        100A200501205   DAHS
900                   2004                            B        B 1        100A200501205   DAHS
345                   2004A106    A242                B        B 1        100A200501205   DAHS
654                   2004                            W        B 1        100A200501205   DAHS
456                   2004        A212                W        B 1        100A200501205   DAHS
542                   2004A110                        W        B 1        100A200501205   DAHS
                      2004                                       1          200504145   DAHS
```

General Edulog Format

Navigation: Home – Management – Import/Export – Edulog Export – GENERAL EDULOG FORMAT

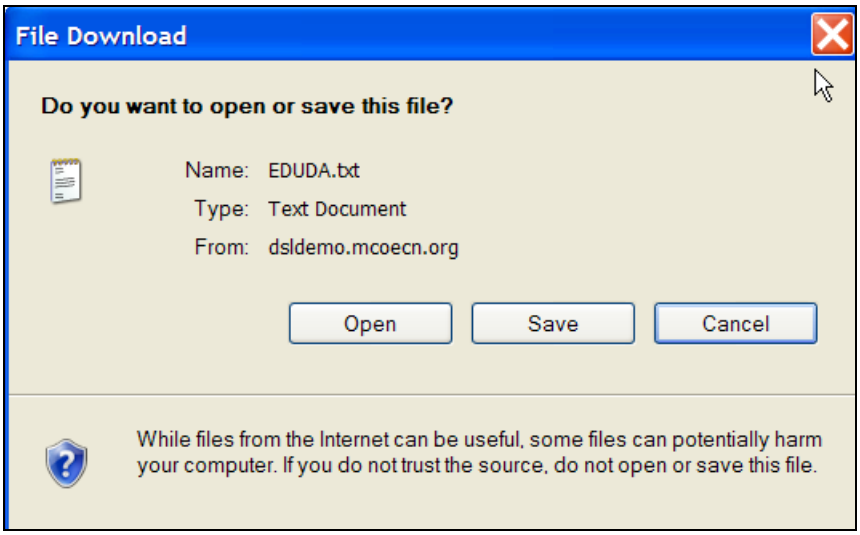


Effective/Homeroom Date (required) – This date tells the system what FS and FD records to look for and also what date to look up homerooms for.

Action (required) – Choose All Students or only Students updated since a specified last run date. Can also choose whether to include the deleted students since last school year.

Export Fields – Choose the export fields for your General Edulog Export. These fields include:

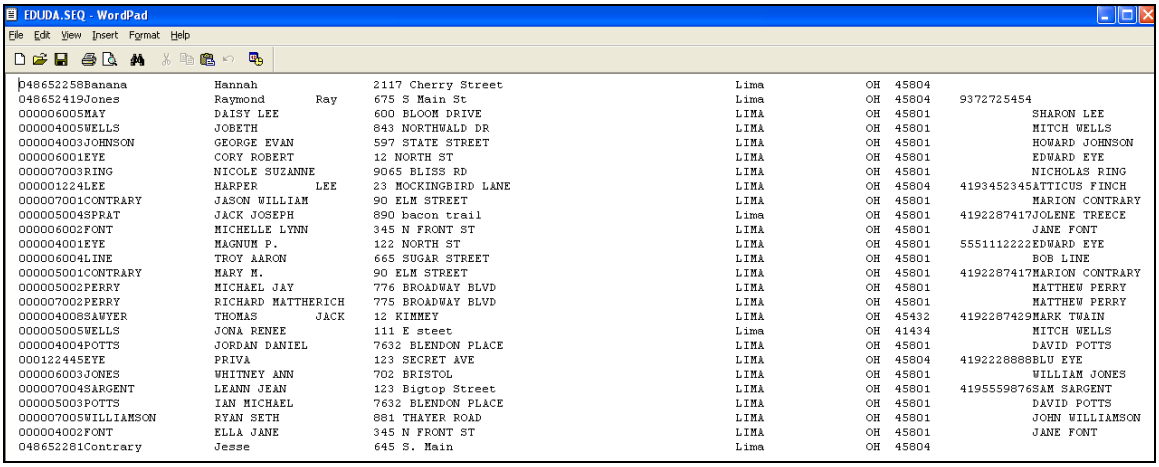
Export – Execute the Export process.

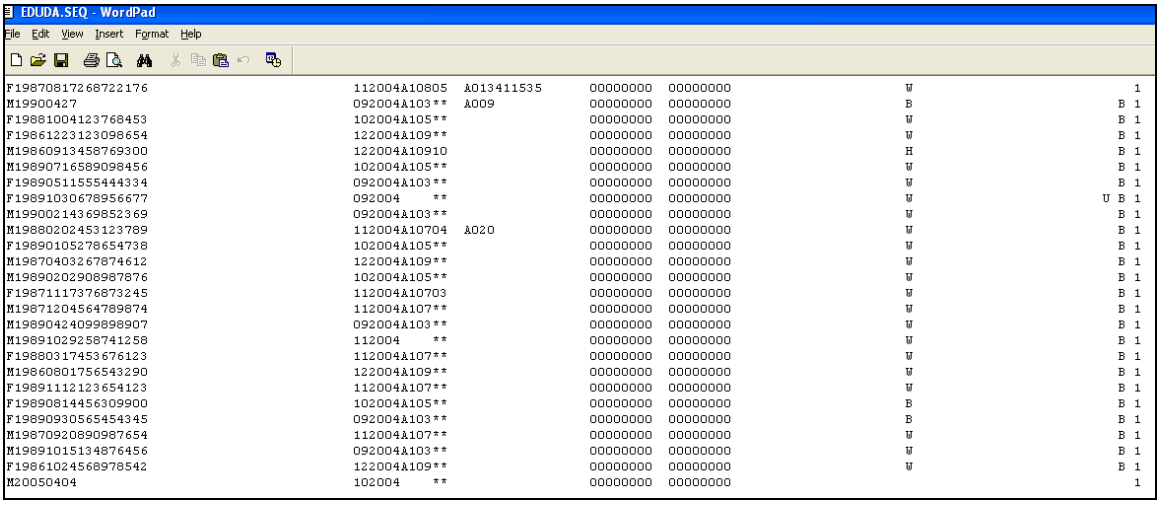

File Download
Do you want to open or save this file?
Name: EDUDA.txt
Type: Text Document
From: dsldemo.mcoecn.org
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

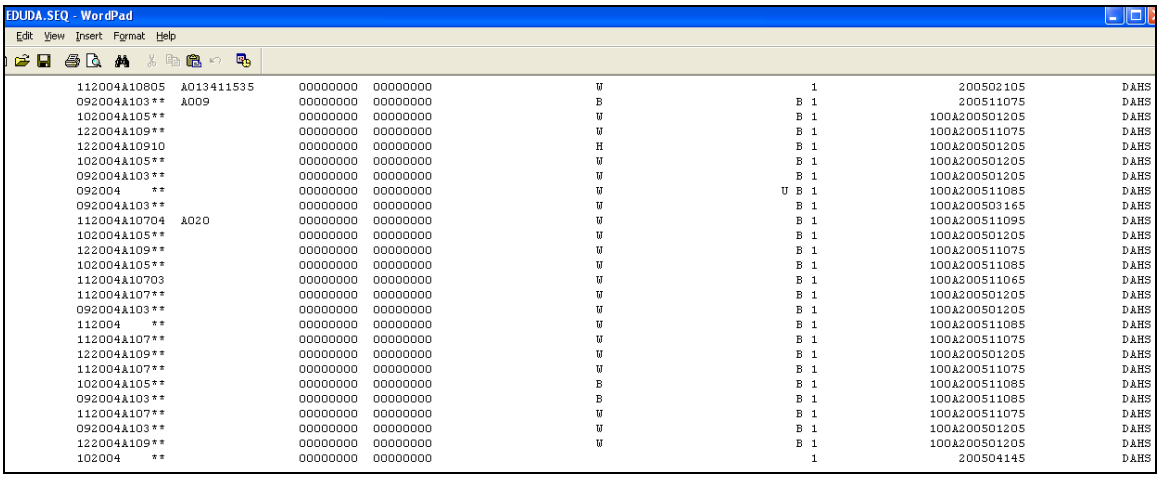
Save – Save this file to your hard drive or network drive.

The file is fixed width, left justified, with spaces for padding. The file layout is currently under development (bug 3743).

The following figures show an example of the General Edulog export file.


EDUDA.SEQ - WordPad
File Edit View Insert Format Help
048652258Banana Hannah 2117 Cherry Street Lima OH 45804
048652419Jones Raymond Ray 675 S Main St Lima OH 45804 9372725454
000006005MAY DAISY LEE 600 BLOOM DRIVE LIMA OH 45801 SHARON LEE
000004005WELLS JOBETH 843 NORTHWALD DR LIMA OH 45801 MITCH WELLS
000004003JOHNSON GEORGE EVAN 597 STATE STREET LIMA OH 45801 HOWARD JOHNSON
000006001EYE CORY ROBERT 12 NORTH ST LIMA OH 45801 EDWARD EYE
000007003RING NICOLE SUZANNE 9065 BLISS RD LIMA OH 45801 NICHOLAS RING
000001224LEE HARPER LEE 23 MOCKINGBIRD LANE LIMA OH 45804 4193452345ATTICUS FINCH
000007001CONTRARY JASON WILLIAM 90 ELM STREET LIMA OH 45801 MARION CONTRARY
000005004SPRAT JACK JOSEPH 890 bacon trail Lima OH 45801 4192287417JOLENE TREECE
000006002FONT MICHELLE LYNN 345 N FRONT ST LIMA OH 45801 JANE FONT
000004001EYE MAGNUM P. 122 NORTH ST LIMA OH 45801 5551112222EDWARD EYE
000006004LINE TROY AARON 665 SUGAR STREET LIMA OH 45801 BOB LINE
000005001CONTRARY MARY M. 90 ELM STREET LIMA OH 45801 4192287417MARION CONTRARY
000005002PERRY MICHAEL JAY 776 BROADWAY BLVD LIMA OH 45801 MATTHEW PERRY
000007002PERRY RICHARD MATTHERICH 775 BROADWAY BLVD LIMA OH 45801 MATTHEW PERRY
000004008SAWYER THOMAS JACK 12 KIMMEY LIMA OH 45432 4192287429MARK TWAIN
000005005WELLS JONA RENEE 111 E steet Lima OH 41434 MITCH WELLS
000004004POTTS JORDAN DANIEL 7632 BLENDON PLACE LIMA OH 45801 DAVID POTTS
000122445EYE PRIVA 123 SECRET AVE LIMA OH 45804 4192228888BLU EYE
000006003JONES WHITNEY ANN 702 BRISTOL LIMA OH 45801 WILLIAM JONES
000007004SARGENT LEANN JEAN 123 Bigtop Street LIMA OH 45801 4195559876SAM SARGENT
000005003POTTS IAN MICHAEL 7632 BLENDON PLACE LIMA OH 45801 DAVID POTTS
000007005WILLIAMSON RYAN SETH 881 THAYER ROAD LIMA OH 45801 JOHN WILLIAMSON
000004002FONT ELLA JANE 345 N FRONT ST LIMA OH 45801 JANE FONT
048652281Contrary Jesse 645 S. Main Lima OH 45804

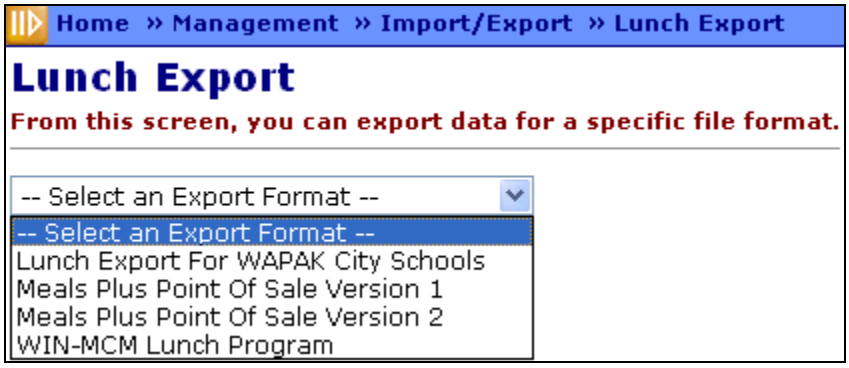




Lunch Export

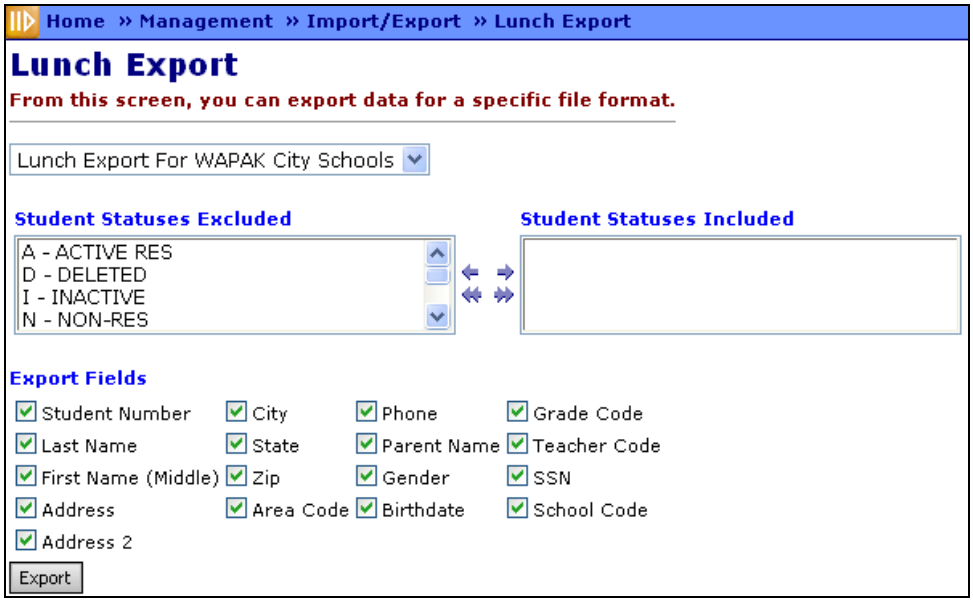
Navigation: Home – Management – Import/Export – Lunch Export

This export is a specific format for four different cafeteria point of sales programs as shown in the following figure. The export information will be used to populate these programs for lunch cards and accounts.


Home » Management » Import/Export » Lunch Export
Lunch Export
From this screen, you can export data for a specific file format.
-- Select an Export Format --
-- Select an Export Format --
Lunch Export For WAPAK City Schools
Meals Plus Point Of Sale Version 1
Meals Plus Point Of Sale Version 2
WIN-MCM Lunch Program

Lunch Export for WAPAK City Schools

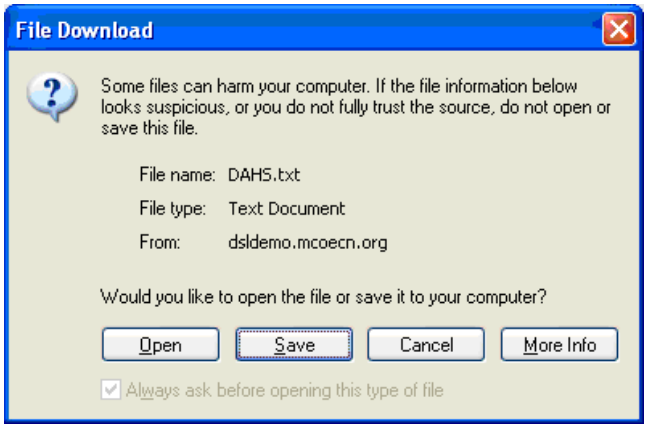
Navigation: Home – Management – Import/Export – Lunch Export – Lunch Export for WAPAK City Schools



Student Statuses Excluded / Student Statuses Included (required) – Choose the Student Statuses to be included or excluded in the Export.

Export Fields – The Export Fields will be defaulted, uncheck those fields that you do not want to export. These export fields all refer to information found on the Student Profile. The Teacher Code refers to the student's Homeroom Teacher Code.

Export – Execute the Export process.

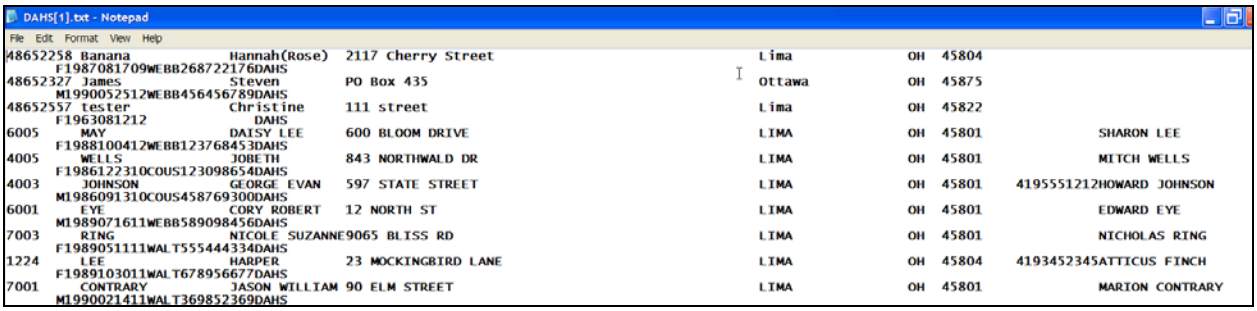

File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: DAHS.txt
File type: Text Document
From: dsldemo.mcoecn.org
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

Save – Save this file to your hard drive or network drive. The default name of this file is DAHS.txt – you may rename it when you save the file.

The file is fixed width, left justified, with spaces for padding. The file layout will be as follows with the starting point of that field and the length in parenthesis.

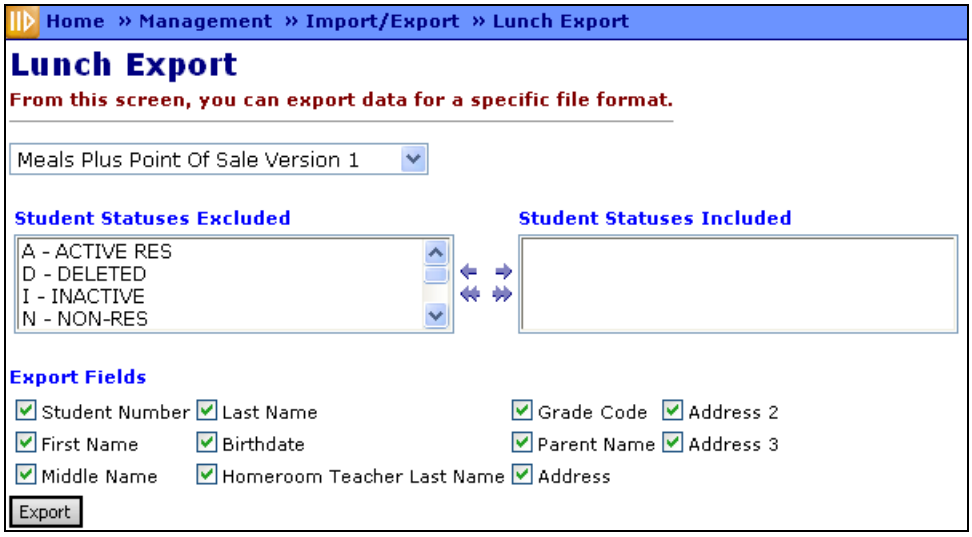
- Student ID (1, 9)
- Student Last Name (10, 18)
- Student First Name (Middle) (28, 14)
- Address 1 (42, 25)
- Address 2 (67, 25)
- City (92, 18)
- State (110, 4)
- Zip (114, 9)
- Area Code (123, 3)
- Phone (126, 7)
- Parent (133, 25)
- Sex (158, 1)
- Birthdate (159, 8) (formatted as yyyymmdd)
- Grade (167, 2)
- Homeroom Teacher Code (169, 4) – will be blank if the student has no homeroom
- Student Social Security Number (173, 9)
- School Code (182, 4)

The following figure shows an example of the Lunch Export for WAPAK City Schools export file.


DAHS[1].txt - Notepad
File Edit Format View Help
48652258 Banana Hannah(Rose) 2117 Cherry Street Lima OH 45804
F1987081709WEBB268722176DAHS
48652327 James Steven PO Box 435 Ottawa OH 45875
M1990052512WEBB456456789DAHS
48652557 tester Christine 111 street Lima OH 45822
F1963081212 DAHS
6005 MAY DAISY LEE 600 BLOOM DRIVE LIMA OH 45801 SHARON LEE
F1988100412WEBB123768453DAHS
4005 WELLS JOBETH 843 NORTHWALD DR LIMA OH 45801 MITCH WELLS
F1986122310COUS123098654DAHS
4003 JOHNSON GEORGE EVAN 597 STATE STREET LIMA OH 45801 4195551212HOWARD JOHNSON
M1986091310COUS458769300DAHS
6001 EYE CORY ROBERT 12 NORTH ST LIMA OH 45801 EDWARD EYE
M1989071611WEBB589098456DAHS
7003 RING NICOLE SUZANNE 9065 BLISS RD LIMA OH 45801 NICHOLAS RING
F1989051111WALT555444334DAHS
1224 LEE HARPER 23 MOCKINGBIRD LANE LIMA OH 45804 4193452345ATTICUS FINCH
F1989103011WALT678956677DAHS
7001 CONTRARY JASON WILLIAM 90 ELM STREET LIMA OH 45801 MARION CONTRARY
M1990021411WALT369852369DAHS

Meals Plus Point of Sale Version 1

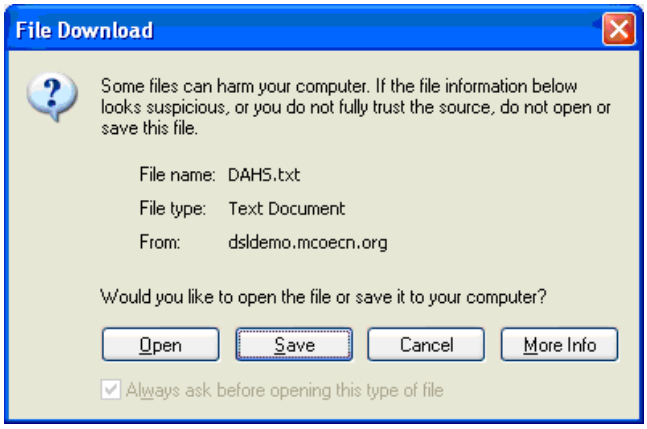
Navigation: Home – Management – Import/Export – Lunch Export – Meals Plus Point of Sale Version 1



Student Statuses Excluded / Student Statuses Included (required) – Choose the Student Statuses to be included or excluded in the Export.

Export Fields – The Export Fields will be defaulted, uncheck those fields that you do not want to export.

Export – Execute the Export process.


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: DAHS.txt
File type: Text Document
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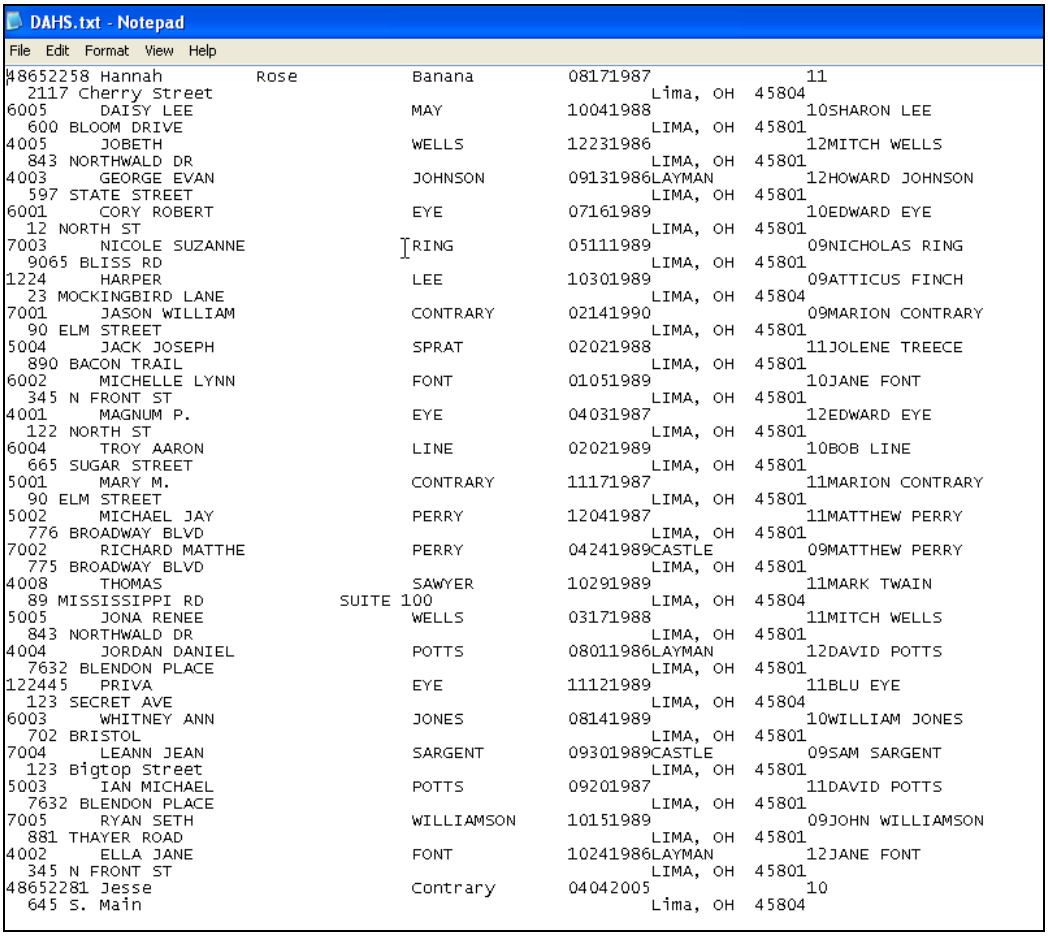
Save – Save this file to your hard drive or network drive.

The file is fixed width, left justified, with spaces for padding. The file layout will be as follows with the starting point of that field and the length in parenthesis.

- Student ID (1, 9)
- Student First Name (10, 15)
- Student Middle Name (25, 15)
- Student Last Name (40, 15)
- Date of Birth (55, 8) (formatted as mmddyyyy)
- Teacher Last Name (63, 15)
- Student Grade (78, 2)
- Parent (80, 30)
- Student Address 1 (110, 30)
- Student Address 2 (140, 30)
- Student Address 3 (170, 30)

The following figure shows an example of the Meals Plus Point of Sale Version 1 export file.



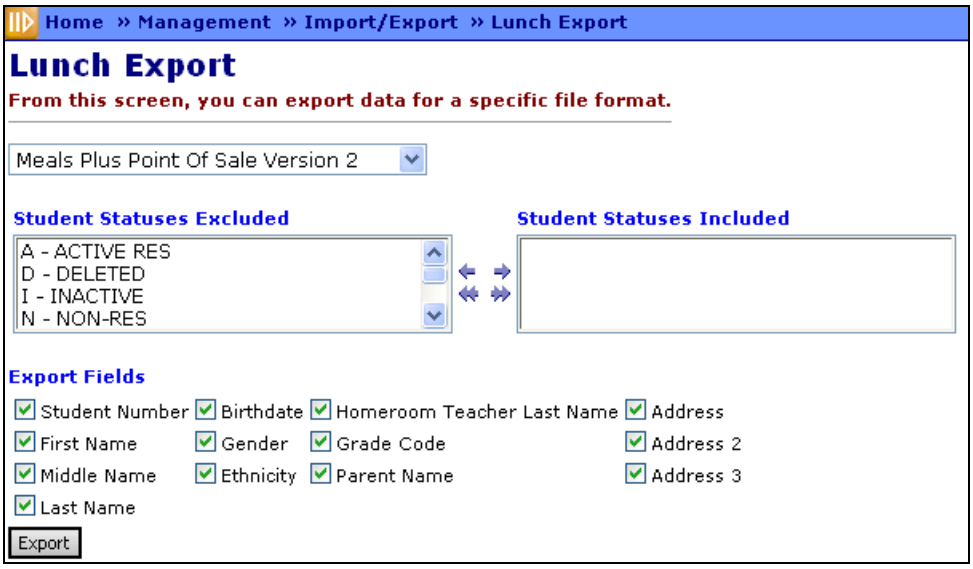
DAHS.txt - Notepad

File Edit Format View Help

```
48652258 Hannah         Rose           Banana          08171987              11
  2117 Cherry Street                                          Lima, OH  45804
6005     DAISY LEE                     MAY             10041988              10SHARON LEE
  600 BLOOM DRIVE                                             LIMA, OH  45801
4005     JOBETH                        WELLS           12231986              12MITCH WELLS
  843 NORTHWALD DR                                            LIMA, OH  45801
4003     GEORGE EVAN                   JOHNSON         09131986LAYMAN        12HOWARD JOHNSON
  597 STATE STREET                                            LIMA, OH  45801
6001     CORY ROBERT                   EYE             07161989              10EDWARD EYE
  12 NORTH ST                                                 LIMA, OH  45801
7003     NICOLE SUZANNE                RING            05111989              09NICHOLAS RING
  9065 BLISS RD                                               LIMA, OH  45801
1224     HARPER                        LEE             10301989              09ATTICUS FINCH
  23 MOCKINGBIRD LANE                                         LIMA, OH  45804
7001     JASON WILLIAM                 CONTRARY        02141990              09MARION CONTRARY
  90 ELM STREET                                               LIMA, OH  45801
5004     JACK JOSEPH                   SPRAT           02021988              11JOLENE TREECE
  890 BACON TRAIL                                             LIMA, OH  45801
6002     MICHELLE LYNN                 FONT            01051989              10JANE FONT
  345 N FRONT ST                                              LIMA, OH  45801
4001     MAGNUM P.                     EYE             04031987              12EDWARD EYE
  122 NORTH ST                                                LIMA, OH  45801
6004     TROY AARON                    LINE            02021989              10BOB LINE
  665 SUGAR STREET                                            LIMA, OH  45801
5001     MARY M.                       CONTRARY        11171987              11MARION CONTRARY
  90 ELM STREET                                               LIMA, OH  45801
5002     MICHAEL JAY                   PERRY           12041987              11MATTHEW PERRY
  776 BROADWAY BLVD                                           LIMA, OH  45801
7002     RICHARD MATTHE                PERRY           04241989CASTLE        09MATTHEW PERRY
  775 BROADWAY BLVD                                           LIMA, OH  45801
4008     THOMAS                        SAWYER          10291989              11MARK TWAIN
  89 MISSISSIPPI RD             SUITE 100                     LIMA, OH  45804
5005     JONA RENEE                    WELLS           03171988              11MITCH WELLS
  843 NORTHWALD DR                                            LIMA, OH  45801
4004     JORDAN DANIEL                 POTTS           08011986LAYMAN        12DAVID POTTS
  7632 BLENDON PLACE                                          LIMA, OH  45801
122445   PRIVA                         EYE             11121989              11BLU EYE
  123 SECRET AVE                                              LIMA, OH  45804
6003     WHITNEY ANN                   JONES           08141989              10WILLIAM JONES
  702 BRISTOL                                                 LIMA, OH  45801
7004     LEANN JEAN                    SARGENT         09301989CASTLE        09SAM SARGENT
  123 Bigtop Street                                           LIMA, OH  45801
5003     IAN MICHAEL                   POTTS           09201987              11DAVID POTTS
  7632 BLENDON PLACE                                          LIMA, OH  45801
7005     RYAN SETH                     WILLIAMSON      10151989              09JOHN WILLIAMSON
  881 THAYER ROAD                                             LIMA, OH  45801
4002     ELLA JANE                     FONT            10241986LAYMAN        12JANE FONT
  345 N FRONT ST                                              LIMA, OH  45801
48652281 Jesse                         Contrary        04042005              10
  645 S. Main                                                 Lima, OH  45804
```

Meals Plus Point of Sale Version 2

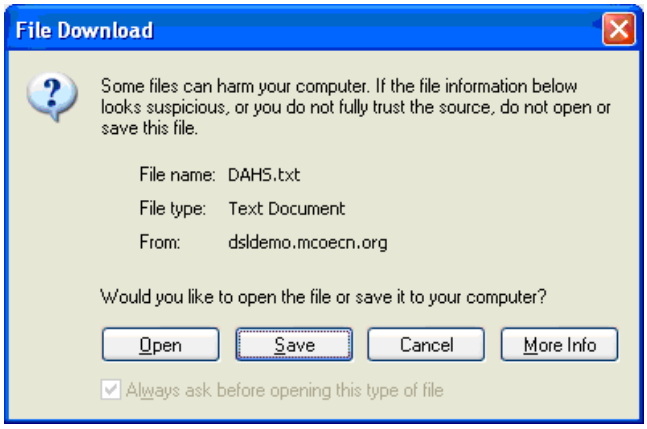
Navigation: Home – Management – Import/Export – Lunch Export – Meals Plus Point of Sale Version 2



Student Statuses Excluded / Student Statuses Included (required) – Choose the Student Statuses to be included or excluded in the Export.

Export Fields – The Export Fields will be defaulted, uncheck those fields that you do not want to export.

Export – Execute the Export process.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File name: DAHS.txt
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More Info
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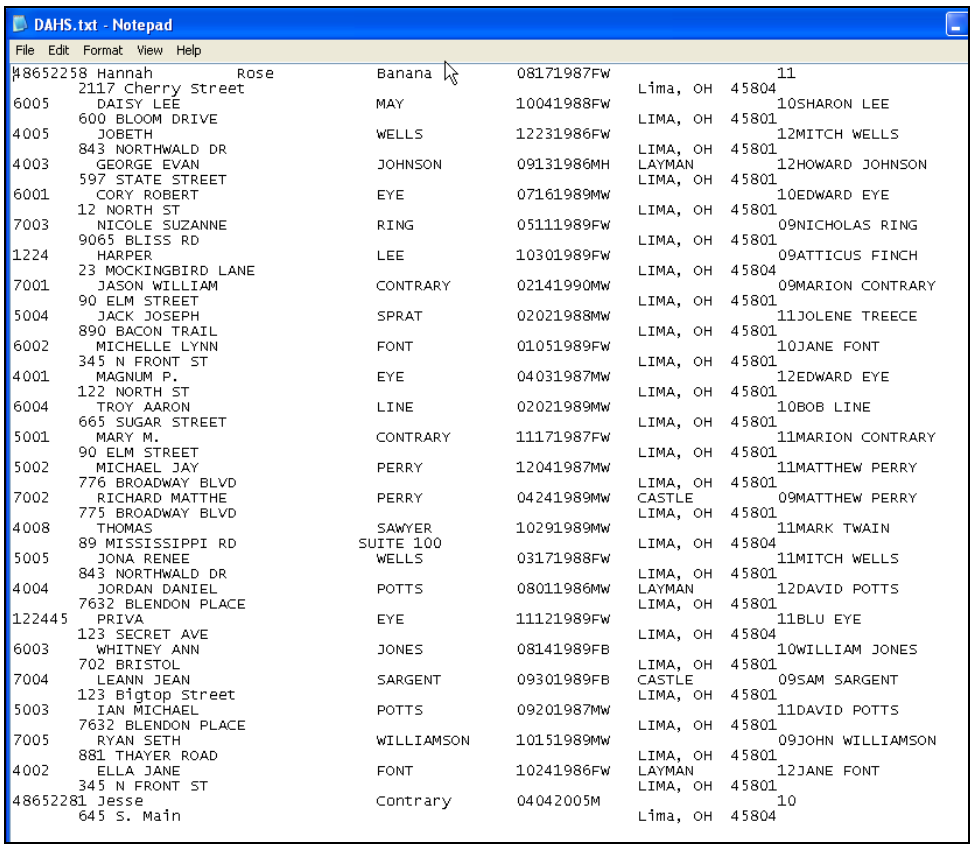
Save – Save this file to your hard drive or network drive.

The file is fixed width, left justified, with spaces for padding. The file layout will be as follows with the starting point of that field and the length in parenthesis.

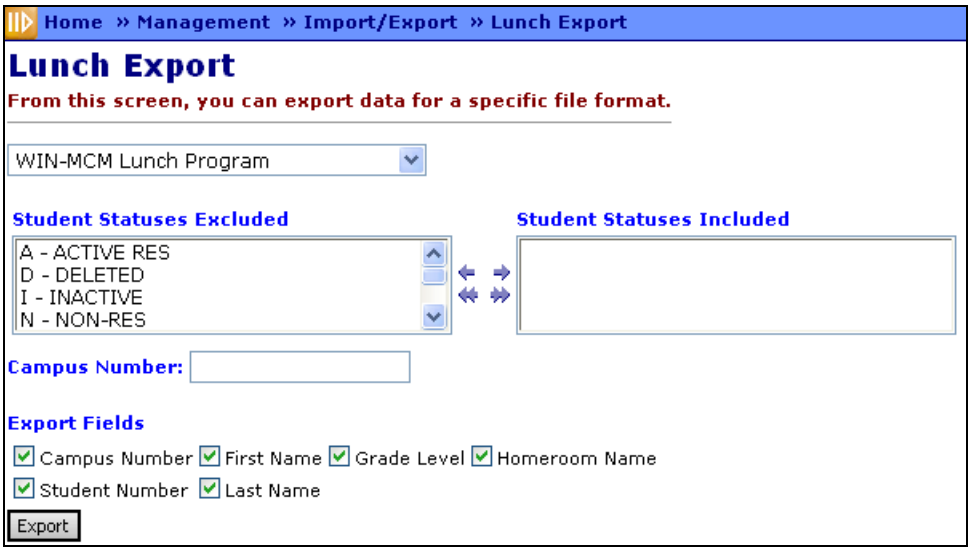
- Student ID (1, 9)
- Student First Name (10, 15)
- Student Middle Name (25, 15)
- Student Last Name (40, 15)
- Date of Birth (55, 8) (formatted as mmddyyyy)
- Student Gender (63, 1)
- Student Race (64, 4)
- Teacher Last Name (68, 15)
- Student Grade Level (83, 2)
- Student Primary Contact (85, 30)
- Student Address 1 (115, 30)
- Student Address 2 (145, 30)
- Student Address 3 (175, 30)

The following figure shows an example of the Meals Plus Point of Sale Version 2 export file.


DAHS.txt - Notepad
File Edit Format View Help
48652258 Hannah Rose Banana 08171987FW 11
2117 Cherry Street Lima, OH 45804
6005 DAISY LEE MAY 10041988FW 10SHARON LEE
600 BLOOM DRIVE LIMA, OH 45801
4005 JOBETH WELLS 12231986FW 12MITCH WELLS
843 NORTHWALD DR LIMA, OH 45801
4003 GEORGE EVAN JOHNSON 09131986MH LAYMAN 12HOWARD JOHNSON
597 STATE STREET LIMA, OH 45801
6001 CORY ROBERT EYE 07161989MW 10EDWARD EYE
12 NORTH ST LIMA, OH 45801
7003 NICOLE SUZANNE RING 05111989FW 09NICHOLAS RING
9065 BLISS RD LIMA, OH 45801
1224 HARPER LEE 10301989FW 09ATTICUS FINCH
23 MOCKINGBIRD LANE LIMA, OH 45804
7001 JASON WILLIAM CONTRARY 02141990MW 09MARION CONTRARY
90 ELM STREET LIMA, OH 45801
5004 JACK JOSEPH SPRAT 02021988MW 11JOLENE TREECE
890 BACON TRAIL LIMA, OH 45801
6002 MICHELLE LYNN FONT 01051989FW 10JANE FONT
345 N FRONT ST LIMA, OH 45801
4001 MAGNUM P. EYE 04031987MW 12EDWARD EYE
122 NORTH ST LIMA, OH 45801
6004 TROY AARON LINE 02021989MW 10BOB LINE
665 SUGAR STREET LIMA, OH 45801
5001 MARY M. CONTRARY 11171987FW 11MARION CONTRARY
90 ELM STREET LIMA, OH 45801
5002 MICHAEL JAY PERRY 12041987MW 11MATTHEW PERRY
776 BROADWAY BLVD LIMA, OH 45801
7002 RICHARD MATTHE PERRY 04241989MW CASTLE 09MATTHEW PERRY
775 BROADWAY BLVD LIMA, OH 45801
4008 THOMAS SAWYER 10291989MW 11MARK TWAIN
89 MISSISSIPPI RD SUITE 100 LIMA, OH 45804
5005 JONA RENEE WELLS 03171988FW 11MITCH WELLS
843 NORTHWALD DR LIMA, OH 45801
4004 JORDAN DANIEL POTTS 08011986MW LAYMAN 12DAVID POTTS
7632 BLENDON PLACE LIMA, OH 45801
122445 PRIVA EYE 11121989FW 11BLU EYE
123 SECRET AVE LIMA, OH 45804
6003 WHITNEY ANN JONES 08141989FB 10WILLIAM JONES
702 BRISTOL LIMA, OH 45801
7004 LEANN JEAN SARGENT 09301989FB CASTLE 09SAM SARGENT
123 Bigtop Street LIMA, OH 45801
5003 IAN MICHAEL POTTS 09201987MW 11DAVID POTTS
7632 BLENDON PLACE LIMA, OH 45801
7005 RYAN SETH WILLIAMSON 10151989MW 09JOHN WILLIAMSON
881 THAYER ROAD LIMA, OH 45801
4002 ELLA JANE FONT 10241986FW LAYMAN 12JANE FONT
345 N FRONT ST LIMA, OH 45801
48652281 Jesse Contrary 04042005M 10
645 S. Main Lima, OH 45804

WIN-MCM Lunch Program

Navigation: Home – Management – Import/Export – Lunch Export – WIN-MCM Lunch Program

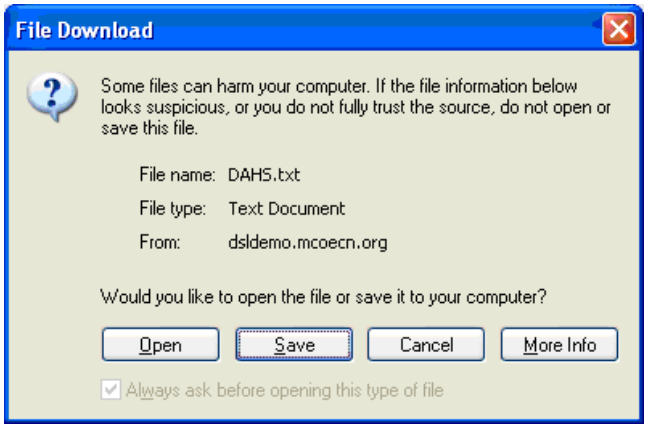


Student Statuses Excluded / Student Statuses Included (required) – Choose the Student Statuses to be included or excluded in the Export.

Campus Number (optional) – The Campus Number expected by the WIN-MCM Lunch Program.

Export Fields – The Export Fields will be defaulted, uncheck those fields that you do not want to export.

Export – Execute the Export process.


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: DAHS.txt
File type: Text Document
From: dsldemo.mcoecn.org
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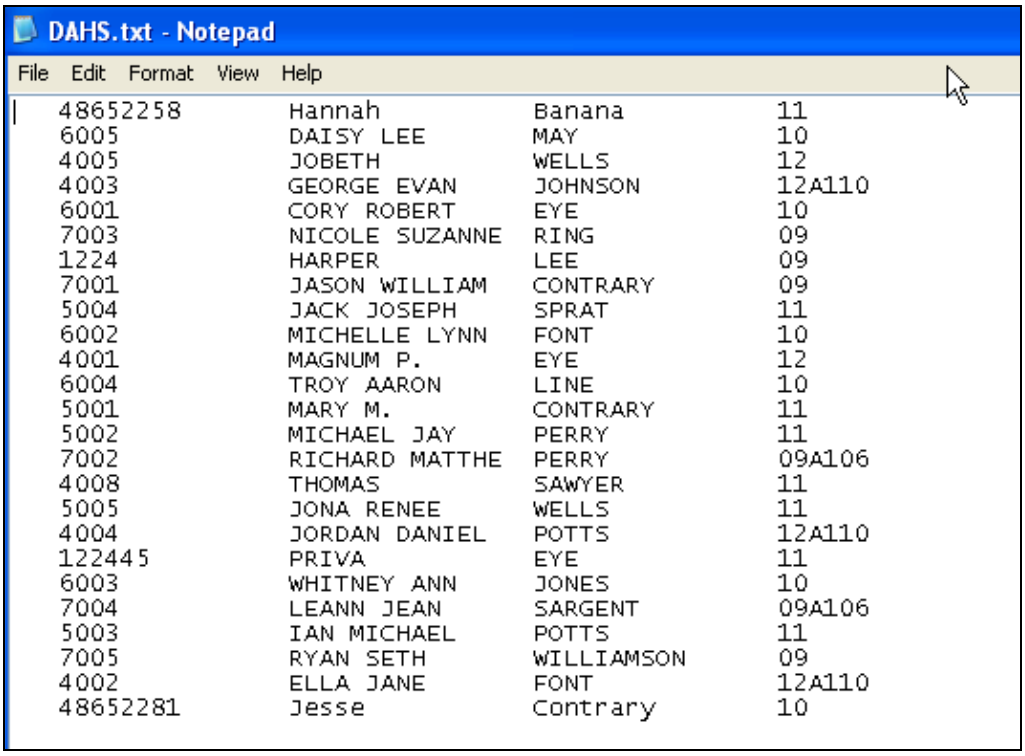
Cancel
More Info
Always ask before opening this type of file

Save – Save this file to your hard drive or network drive.

The file is fixed width, left justified, with spaces for padding. The file layout will be as follows with the starting point of that field and the length in parenthesis.

- Campus Number (1, 3)
- Student ID (4, 15)
- Student First Name (19, 16)
- Student Last Name (35, 16)
- Grade Level (51, 2)
- Home Room (53, 6)

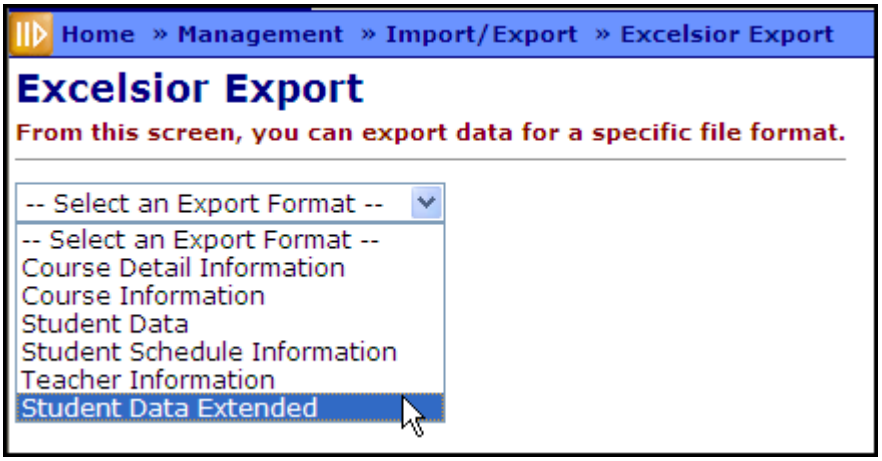
The following figure shows an example of the WIN-MCM Lunch Program export file.


DAHS.txt - Notepad
File Edit Format View Help
48652258 Hannah Banana 11
6005 DAISY LEE MAY 10
4005 JOBETH WELLS 12
4003 GEORGE EVAN JOHNSON 12A110
6001 CORY ROBERT EYE 10
7003 NICOLE SUZANNE RING 09
1224 HARPER LEE 09
7001 JASON WILLIAM CONTRARY 09
5004 JACK JOSEPH SPRAT 11
6002 MICHELLE LYNN FONT 10
4001 MAGNUM P. EYE 12
6004 TROY AARON LINE 10
5001 MARY M. CONTRARY 11
5002 MICHAEL JAY PERRY 11
7002 RICHARD MATTHE PERRY 09A106
4008 THOMAS SAWYER 11
5005 JONA RENEE WELLS 11
4004 JORDAN DANIEL POTTS 12A110
122445 PRIVA EYE 11
6003 WHITNEY ANN JONES 10
7004 LEANN JEAN SARGENT 09A106
5003 IAN MICHAEL POTTS 11
7005 RYAN SETH WILLIAMSON 09
4002 ELLA JANE FONT 12A110
48652281 Jesse Contrary 10

Excelsior Export

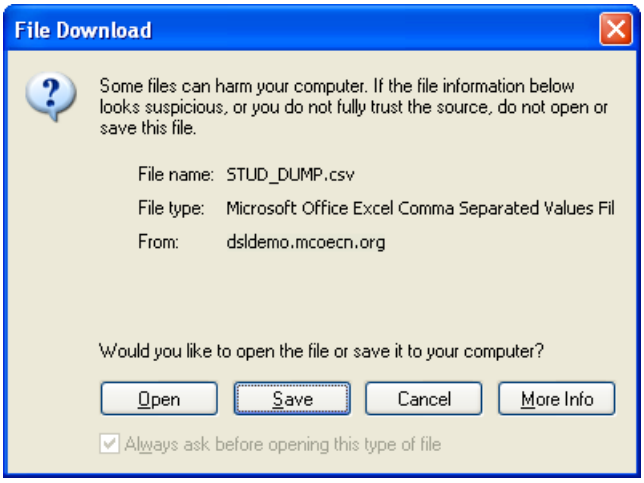
Navigation: Home – Management – Import/Export – Excelsior Export

Many schools use a grade book package named Excelsior. Student records in the Excelsior application may be populated by importing data from the StudentInformation application. Six separate files are required for this export and those files then are used to populate the Excelsior grade book package with updated information on a daily basis. The six files (with their default name) are files that include data for the following:


Home » Management » Import/Export » Excelsior Export
Excelsior Export
From this screen, you can export data for a specific file format.
-- Select an Export Format --
-- Select an Export Format --
Course Detail Information
Course Information
Student Data
Student Schedule Information
Teacher Information
Student Data Extended

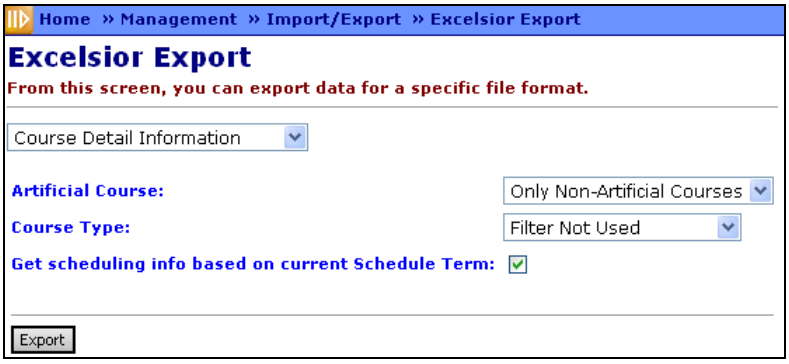
Each file is a comma delimited file, left justified with a CSV extension. The files can be produced one at a time, by choosing the file export format from the dropdown list.

Please Note: StudentInformation allows this export to be run on a scheduled basis. Please see the Maintaining StudentInformation section of the ITC documentation for further details.


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: STUD_DUMP.csv
File type: Microsoft Office Excel Comma Separated Values Fil
From: dsldemo.mcoecn.org
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

Save – Save this file to your hard drive or network drive for FTP to Excelsior as needed.

Course Detail Information Format


Home » Management » Import/Export » Excelsior Export
Excelsior Export
From this screen, you can export data for a specific file format.
Course Detail Information
Artificial Course:
Only Non-Artificial Courses
Course Type:
Filter Not Used
Get scheduling info based on current Schedule Term:
Export

Artificial Course – Filter exported data by artificial course status, or select Filter Not Used.

Course Type – Filter exported data by course type, or select Filter Not Used.

Get scheduling info based on current Schedule Term – Check this box to use the current Schedule Term's scheduling information.

Export – Execute the Export process.

Fields included in the export are the following:

- Teacher ID
- Course ID
- Course Section Number
- Course From/To Period
- Course Room ID

The following figure shows an example of the Course Detail Information Excelsior Export file.

	A	B	C	D	E	F
1	HAND	1	2	2	261	
2	HAND	1	1	1	261	
3	HAND	1	2	2	261	
4	HAND	1	1	1	261	
5	LAYM	2	2	1	206	
6	LAYM	2	2	1	206	
7	LAYM	2	1	2	210	
8	LAYM	2	1	2	210	
9	BERR	3	1	9A	313S	
10	BERR	3	1	9A	313S	
11	BERR	4	1	1	314S	
12	BERR	4	2	1	314S	
13	BERR	4	2	1	314S	
14	BERR	4	1	1	314S	
15	BERR	5	3	6	314S	
16	BERR	5	3	6	314S	
17	BERR	5	2	2	314S	
18	BERR	5	1	2	314S	
19	BERR	5	2	2	314S	
20	BERR	5	1	2	314S	
21	HAND	6	3	9	208	
22	HAND	6	1	56	313S	
23	HAND	6	2	56	313S	
24	HAND	6	3	9	208	

Course Information Format

Artificial Course – Filter exported data by artificial course status, or select Filter Not Used.

Course Type – Filter exported data by course type, or select Filter Not Used.

Export – Execute the Export process.

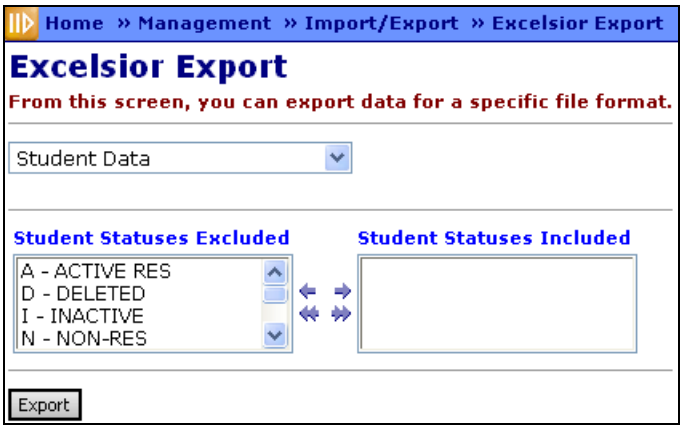
Fields included in the export are the following:

- Course ID
- Course Credit Units
- Course Hours of Instruction
- Course Short Text

The following figure shows an example of the Course Information Excelsior Export file.

	A	B	C	D	E
1	1	1000	120	CBI ENGLISH 10	
2	2	1000	120	CBI HISTORY 10	
3	3	3000	600	CBI 12 JOB	
4	4	1000	120	CBI 12 RELATED	
5	5	1000	120	CBI 12 MATH	
6	6	1000	120	CBI 12 ENG	
7	7	1000	120	CBI 12 HISTORY	
8	8	1000	120	CBI 11 MATH	
9	9	1000	120	CBI RELATED 10	
10	10	2000	240	CBI EMPLOYABILI	

Student Data Format


Home » Management » Import/Export » Excelsior Export
Excelsior Export
From this screen, you can export data for a specific file format.
Student Data
Student Statuses Excluded
Student Statuses Included
A - ACTIVE RES
D - DELETED
I - INACTIVE
N - NON-RES
Export

Student Statuses Excluded/Included – Select the Student Statuses to be filtered on and move them to the Included box in the dual-select box. If no Student Statuses are moved, the export will not filter on Student Status, and all Student Statuses will be included.

Export – Execute the Export process.

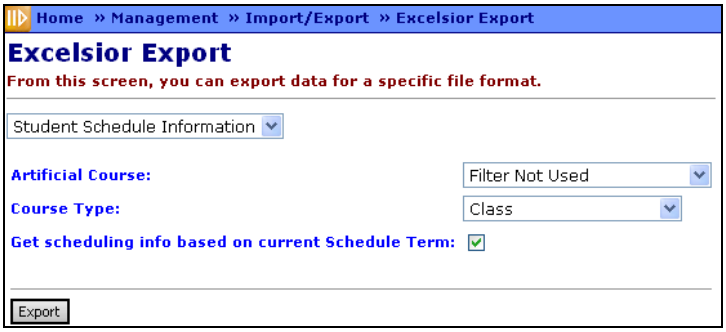
Fields included in the export are the following:

- Student ID
- Student Name (30 characters, allows commas, formatted Last, First [Called])
- Student Grade Level
- Student Birthdate
- Student Gender
- Student Parent
- Student Address1
- Student City (this field is appended into one field with Province/State and Zip)
- Student Province/State (this field is appended into one field with City and Zip)
- Student Zip (this field is appended into one field with City and Province/State)
- Student Phone
- Student Program Code
- Student Previous School
- Student Social Security Number (formatted xxx-xx-xxxx)
- Student Admission Date (formatted mm/dd/yyyy)
- Student Withdrawal Date (formatted mm/dd/yyyy)

The following figure shows an example of the Student Data Excelsior Export file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	48652258	Banana, H	11	8/17/1987	F		2117 Cher	Lima, OH	45804			268-72-217	2/9/2005	2/10/2005
2	7001	CONTRAR	9	2/14/1990	M	MARION C	90 ELM ST	LIMA, OH	45801			369-85-2369		00/00/0000
3	48652281	Contrary, J	10	4/4/2005	M		645 S. Ma	Lima, OH	45804				4/14/2005	00/00/0000
4	5001	CONTRAR	11	11/17/1987	F	MARION C	90 ELM ST	LIMA, OH	228-7417			376-87-3245		00/00/0000
5	6001	EYE, COR	10	7/16/1989	M	EDWARD	12 NORTH	LIMA, OH	45801			589-09-845	8/1/2004	00/00/0000
6	4001	EYE, MAG	12	4/3/1987	M	EDWARD	122 NORT	LIMA, OH	111-2222			267-87-4612		00/00/0000
7	122445	EYE, PRI	11	11/12/1989	F	BLU EYE	123 SECR	LIMA, OH	222-8888			123-65-4123		00/00/0000
8	4002	FONT, ELL	12	10/24/1986	F	JANE FON	345 N FRC	LIMA, OH	45801			568-97-8542		00/00/0000
9	6002	FONT, MIC	10	1/5/1989	F	JANE FON	345 N FRC	LIMA, OH	45801			278-65-4738		00/00/0000
10	4003	JOHNSON	12	9/13/1986	M	HOWARD	597 STATE	LIMA, OH	45801	10		458-76-9300		00/00/0000
11	6003	JONES, W	10	8/14/1989	F	WILLIAM J	702 BRIST	LIMA, OH	45801			456-30-9900		00/00/0000
12	1224	LEE, HAR	9	10/30/1989	F	ATTICUS F	23 MOCKI	LIMA, OH	345-2345	5		678-95-6677		00/00/0000

Student Schedule Information Format


Home » Management » Import/Export » Excelsior Export
Excelsior Export
From this screen, you can export data for a specific file format.
Student Schedule Information
Artificial Course:
Filter Not Used
Course Type:
Class
Get scheduling info based on current Schedule Term:
Export

Artificial Course – Filter exported data by artificial course status, or select Filter Not Used.

Course Type – Filter exported data by course type, or select Filter Not Used.

Get scheduling info based on current Schedule Term – Check this box to use the current Schedule Term's scheduling information.

Export – Execute the Export process.

Fields included in the export are the following:

- Student ID
- Course ID
- Course Section Number
- Course Term (Calculated as the number of course terms for the current school year that ended before today - @EffDate date, PLUS 1.)

For instance, if a school has the following terms defined:

- Quarter 1
- Quarter 2
- Semester 1
- Quarter 3
- Quarter 4
- Semester 2
- All Year

In this example, the following CourseTerm values would be returned:

- During Quarter 1: CourseTerm = 1
- During Quarter 2: CourseTerm = 2
- During Quarter 3: CourseTerm = 4
- During Quarter 4: CourseTerm = 5

Notice that the 3rd and 4th quarters, the CourseTerm values seem to be 1 to high. This is because the Semester 1 course term has now ended, and it would be included in the count of previous terms that have ended.

For instance, if a school has the following terms defined:

- Semester 1
- Semester 2
- All Year

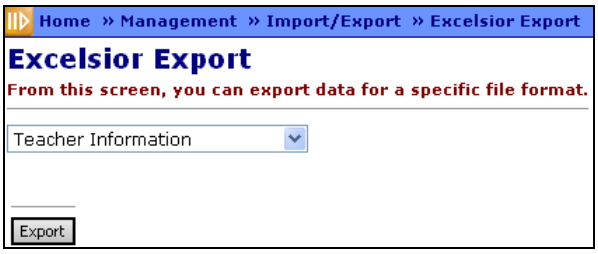
In this example, the following CourseTerm values would be returned:

- During Semester 1: CourseTerm = 1
- During Semester 2: CourseTerm = 2

The following figure shows an example of the Student Schedule Information Excelsior Export file.

	A	B	C	D
1	6001	37	2	2
2	6002	37	2	2
3	6003	37	2	2
4	6004	37	2	2
5	6005	37	2	2
6	7001	50	2	2
7	7002	50	2	2
8	7003	50	2	2
9	7004	50	2	2
10	7005	50	2	2
11	7001	52	2	2

Teacher Information Format


Home » Management » Import/Export » Excelsior Export
Excelsior Export
From this screen, you can export data for a specific file format.
Teacher Information
Export

This export format has no options and includes information about all teachers listing a Social Security Number in their staff member records.

Export – Execute the Export process.

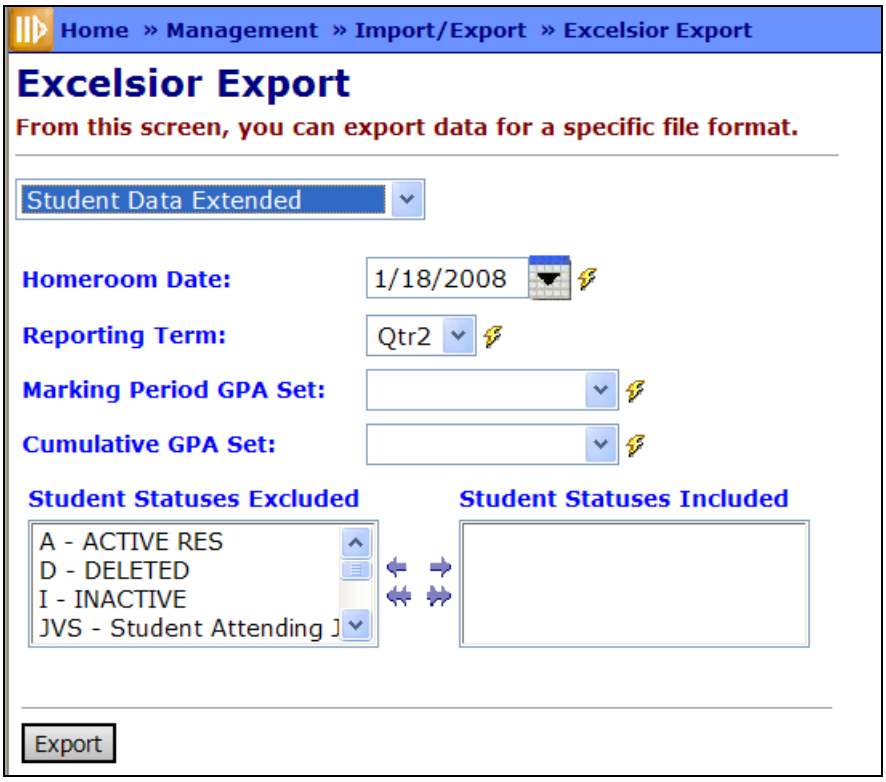
Fields included in the export are the following:

- Teacher ID
- Teacher Social Security Number
- Teacher Last Name and Teacher Title/Initial
- Empty Field (“ ”, two spaces inside double quotes)
- Teacher Address
- Teacher City, State, Zip
- Empty Field (“ ”, one space inside double quotes)

The following figure shows an example of the Teacher Information Excelsior Export file.

	A	B	C	D	E	F	G
1	ALLE	390987900	ALLEN, MARCIA				
2	ALLM	890009876	ALLEN, MARK				
3	ALLS	876890987	ALLSS, RYAN				
4	AMON	876890986	AMON, CINDY				
5	ASHB	876564567	ASH, BRITTANY				
6	AUST	234567890	AUSTIN, SHARRI		645 MAIN STREET APT 1	LIMA, OH	419-722-8741
7	BAER	876908765	BAER, JOHN				
8	BAUM	890987657	BAUM, SAM				
9	BELL	890987654	BELL, BILLY				
10	BERR	123456789	BERRY, DONALD		228900 RD 1-18	KALIDA, C	419-475-8900
11	BOYE	908789065	BOYER, JEFF				
12	BRIG	890976789	BRIGGS, DEBRA				
13	CAST	456789012	CASTLE, RONALD		900 SUGAR STREET	LIMA, OH	419-225-8900
14	CLAR	678901234	CLARK, SUSAN		800 WAYNE STREET	LIMA, OH	419-228-9340
15	COUS	345678901	COUSINS, DAVID		400 4TH STREET	LIMA, OH	419-225-7890
16	CROF	876569032	CROFT, LAURA				
17	DAIL	889908764	DAILY, TRISHA				
18	DRAK	987669087	DRAKE, LAURA				
19	EWIN	789009876	EWING, MOSES				
20	HAND	901234567	HANDLEY, MARK		7890 MAIN STREET	LIMA, OH	419-224-9000
21	JOHN	12345678	JOHN, JEFFREY		6500 WEST STREET APT 100	LIMA, OH	419-228-9000
22	JONM	309890987	Jones, Mary				
23	LAYM	890123456	LAYMAN, LAURA		8208 CANTERBURY DRIVE	LIMA, OH	419-225-8901
24	WALT	567890123	WALTERS, LINDA		6500 HANOVER	LIMA, OH	419-225-4390
25	WEBB	789012345	WEBBER, MICHAEL		300 VINE AVENUE	LIMA, OH	419-228-4890

Student Data Extended



Homeroom Date – Enter the date to be used to determine the student's homeroom.

Reporting Term - Determines the time range used for calculating Marking Period.

Marking Period GPA Set - Determines the Marking Period GPA and Marking Period Credits Earned.

Cumulative GPA Set - used to determine the Cum GPA and Cum GPA Credits Earned.

Student Status Excluded/Included – Select the students you wish to include

Export – Execute the Export process.

Fields included in the export include:

Student Data Extended Export has 10 additional fields compared to the Student Data Export. The index indicates the column position. Index is zero-based. Columns with index 0-14 are exactly the same as Student Data Export.

Index Column

15 Homeroom

16 School Code

17 Marking Period Absence

18 Full Year Absence

19 Marking Period Tardy

20 Full Year Tardy

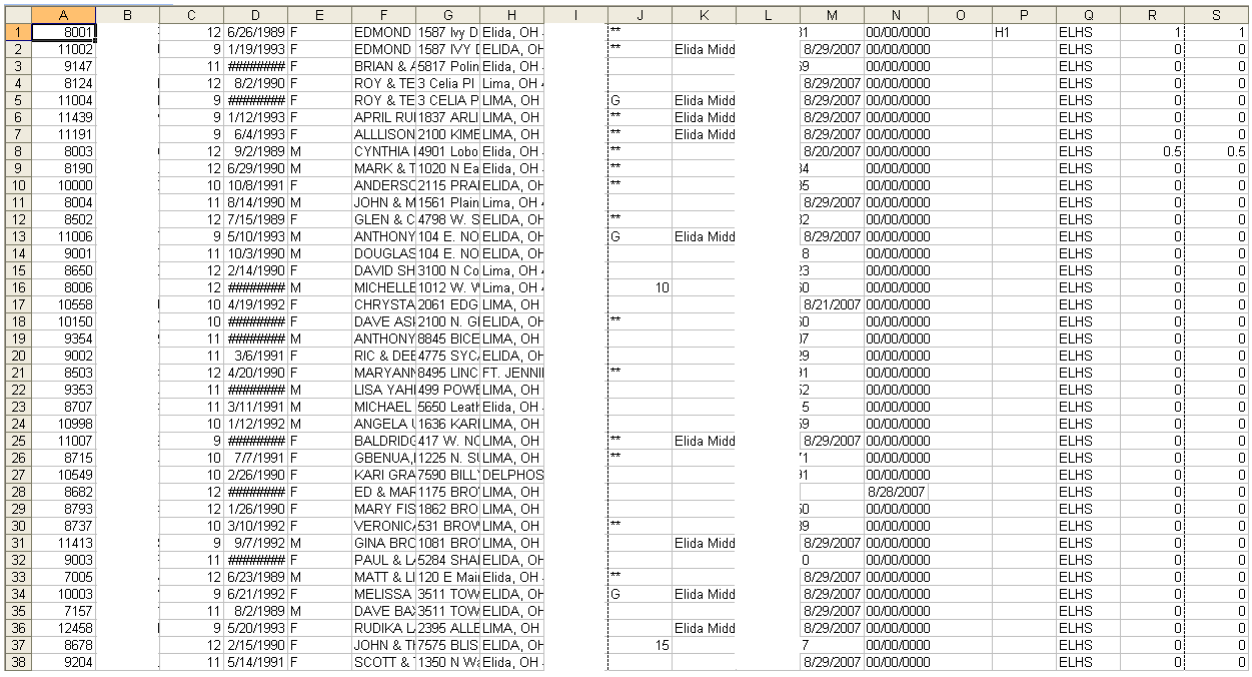
21 Marking Period GPA

22 Marking Period Credits Earned

23 Cum GPA

24 Cum Credits Earned

The following figure shows an example of the Student Data Extended Excelsior Export file.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	6001		12	6/26/1989	F	EDMOND	1587 Ivy D	Elida, OH		**			31	00/00/0000		H1	ELHS	1	1
2	11002		9	1/19/1993	F	EDMOND	1587 IVY D	ELIDA, OH		**	Elida Midd		8/29/2007	00/00/0000			ELHS	0	0
3	9147		11	########	F	BRIAN & A	5817 Polin	Elida, OH					39	00/00/0000			ELHS	0	0
4	8124		12	8/2/1990	F	ROY & TE	3 Celia Pl	Lima, OH					8/29/2007	00/00/0000			ELHS	0	0
5	11004		9	########	F	ROY & TE	3 CELIA P	LIMA, OH		G	Elida Midd		8/29/2007	00/00/0000			ELHS	0	0
6	11439		9	1/12/1993	F	APRIL RUI	1837 ARLI	LIMA, OH		**	Elida Midd		8/29/2007	00/00/0000			ELHS	0	0
7	11191		9	6/4/1993	F	ALLLISON	2100 KIME	LIMA, OH		**	Elida Midd		8/29/2007	00/00/0000			ELHS	0	0
8	8003		12	9/2/1989	M	CYNTHIA I	4901 Lobo	Elida, OH		**			8/20/2007	00/00/0000			ELHS	0.5	0.5
9	8190		12	6/29/1990	M	MARK & T	1020 N Ea	Elida, OH		**			34	00/00/0000			ELHS	0	0
10	10000		10	10/8/1991	F	ANDERSC	2115 PRAI	ELIDA, OH		**			35	00/00/0000			ELHS	0	0
11	8004		11	8/14/1990	M	JOHN & M	1561 Plain	Lima, OH					8/29/2007	00/00/0000			ELHS	0	0
12	8502		12	7/15/1989	F	GLEN & C	4798 W. S	ELIDA, OH		**			32	00/00/0000			ELHS	0	0
13	11006		9	5/10/1993	M	ANTHONY	104 E. NO	ELIDA, OH		G	Elida Midd		8/29/2007	00/00/0000			ELHS	0	0
14	9001		11	10/3/1990	M	DOUGLAS	104 E. NO	ELIDA, OH					8	00/00/0000			ELHS	0	0
15	8650		12	2/14/1990	F	DAVID SH	3100 N Co	Lima, OH					23	00/00/0000			ELHS	0	0
16	8006		12	########	M	MICHELLE	1012 W. V	Lima, OH		10			30	00/00/0000			ELHS	0	0
17	10568		10	4/19/1992	F	CHRYSTA	2061 EDG	LIMA, OH					8/21/2007	00/00/0000			ELHS	0	0
18	10150		10	########	F	DAVE ASI	2100 N. GI	ELIDA, OH		**			30	00/00/0000			ELHS	0	0
19	9354		11	########	M	ANTHONY	8845 BICE	LIMA, OH					37	00/00/0000			ELHS	0	0
20	9002		11	3/6/1991	F	RIC & DEE	4775 SYC	ELIDA, OH					29	00/00/0000			ELHS	0	0
21	8503		12	4/20/1990	F	MARYANN	8495 LINC	FT. JENNI		**			31	00/00/0000			ELHS	0	0
22	9353		11	########	M	LISA YAH	499 POWE	LIMA, OH					32	00/00/0000			ELHS	0	0
23	8707		11	3/11/1991	M	MICHAEL	5650 Leath	Elida, OH					5	00/00/0000			ELHS	0	0
24	10998		10	1/12/1992	M	ANGELA L	1636 KARI	LIMA, OH					39	00/00/0000			ELHS	0	0
25	11007		9	########	F	BALDRIDG	417 W. NC	LIMA, OH		**	Elida Midd		8/29/2007	00/00/0000			ELHS	0	0
26	8715		10	7/7/1991	F	GBENUA,I	1225 N. SI	LIMA, OH		**			41	00/00/0000			ELHS	0	0
27	10549		10	2/26/1990	F	KARI GRA	7590 BILL'	DELPHOS					31	00/00/0000			ELHS	0	0
28	8682		12	########	F	ED & MAR	1175 BRO	LIMA, OH						8/28/2007			ELHS	0	0
29	8793		12	1/26/1990	F	MARY FIS	1862 BRO	LIMA, OH					30	00/00/0000			ELHS	0	0
30	8737		10	3/10/1992	F	VERONIC/	531 BROV	LIMA, OH		**			39	00/00/0000			ELHS	0	0
31	11413		9	9/7/1992	M	GINA BRC	1081 BRO	LIMA, OH			Elida Midd		8/29/2007	00/00/0000			ELHS	0	0
32	9003		11	########	F	PAUL & L/	5284 SHA	ELIDA, OH					0	00/00/0000			ELHS	0	0
33	7005		12	6/23/1989	M	MATT & LI	120 E Main	Elida, OH		**			8/29/2007	00/00/0000			ELHS	0	0
34	10003		9	6/21/1992	F	MELISSA	3511 TOW	ELIDA, OH		G	Elida Midd		8/29/2007	00/00/0000			ELHS	0	0
35	7157		11	8/2/1989	M	DAVE BA	3511 TOW	ELIDA, OH					8/29/2007	00/00/0000			ELHS	0	0
36	12458		9	5/20/1993	F	RUDIKA L/	2395 ALLE	LIMA, OH			Elida Midd		8/29/2007	00/00/0000			ELHS	0	0
37	8678		12	2/15/1990	F	JOHN & TI	7575 BLIS	ELIDA, OH		15			7	00/00/0000			ELHS	0	0
38	9204		11	5/14/1991	F	SCOTT &	1350 N W	Elida, OH					8/29/2007	00/00/0000			ELHS	0	0

Pre-Identification Export

Navigation: Home – Management – Import/Export – Pre-Identification Export

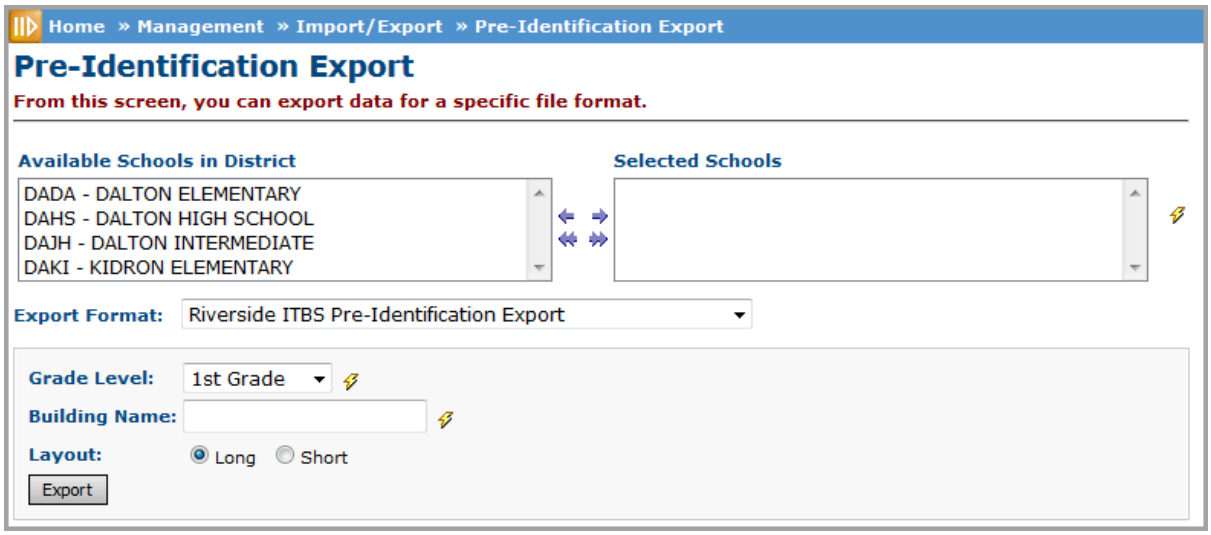
Each pre-identification export includes properly formatted student data required by the assessment provider prior to the assessment. Providers later use this information to aggregate and interpret scores using meaningful breakdowns based on several criteria.

Riverside ITBS Pre-Identification Export

Navigation: Home – Management – Import/Export – Pre-Identification Export – Riverside ITBS Pre-Identification Export dropdown

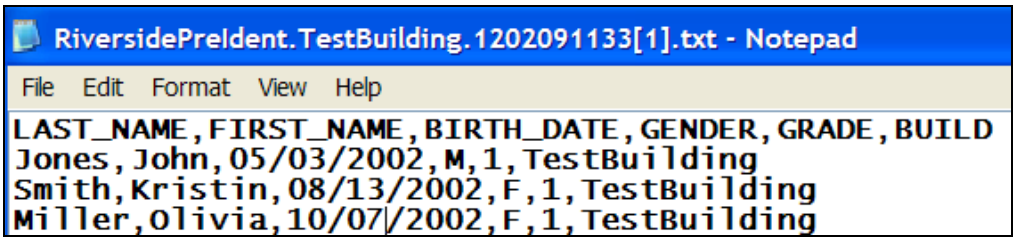
You can only run this export at the district level. The export file is comma delimited. There are two layout options:

Long Layout

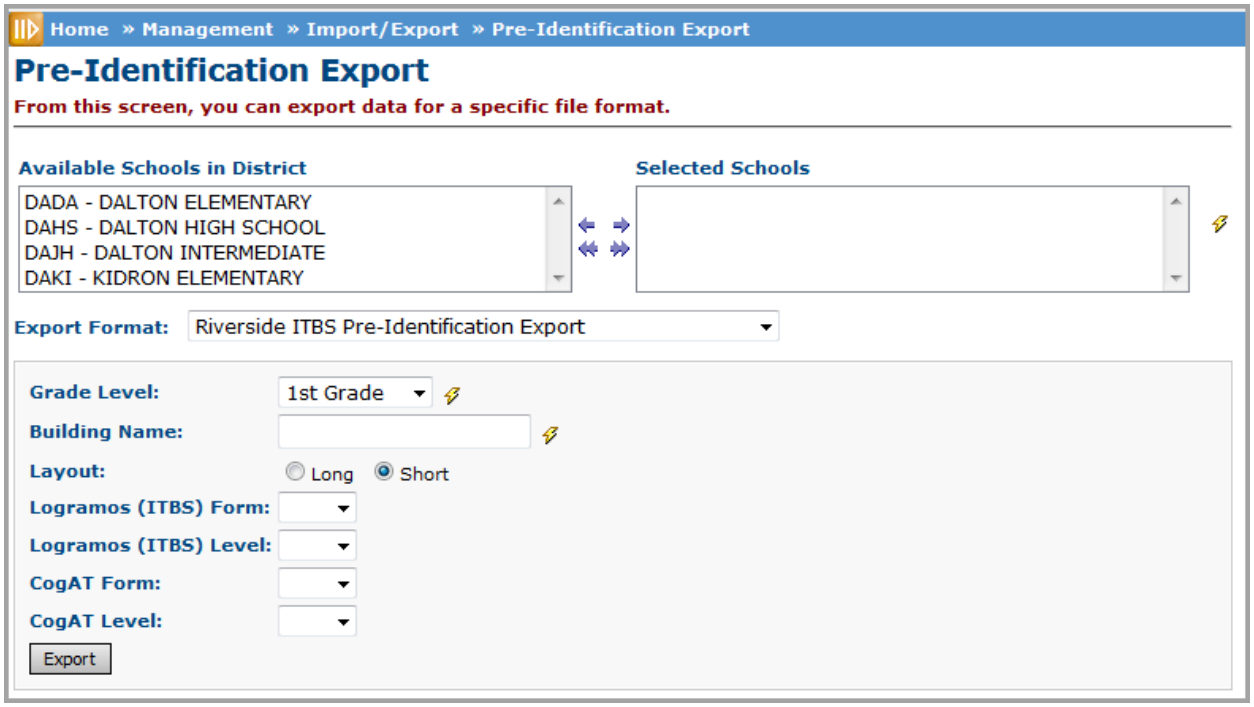


The long layout includes the following fields:

- Last Name
- First Name
- Birthdate
- Gender
- Grade
- Building (as you enter it in the **Building Name** field)

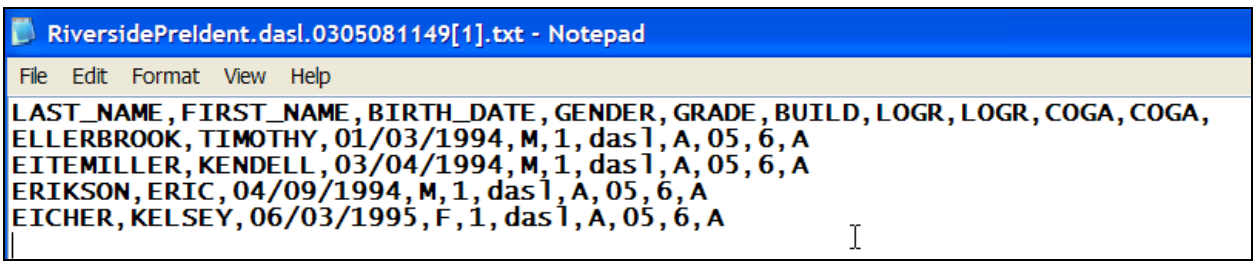


Short Layout



The short layout includes the following fields:

- Last Name
- First Name
- Birthdate
- Gender
- Grade
- Building (as you enter it in the **Building Name** field)
- Logramos Form
- Logramos Level
- CogAT Form
- CogAT Level



1. At the top of the screen, select the school(s) to include in the export by moving them from the **Available Schools in District** multi-select list to the **Selected Schools** list. A single export file will contain data for all selected schools.
2. In the **Export Format** drop-down list, select “Riverside ITBS Pre-Identification Export.”
3. Select the appropriate **Grade Level**.
4. Enter the **Building Name**.
5. For the **Layout** option, select a “Long” or “Short” layout format.
6. If you chose a “Short” layout, select the correct **Logramos (ITBS) Form**, **Logramos (ITBS) Level**, **CogAT Form** and **CogAT Level**.
7. Click **Export**, and save the file.

PreIdent for Pearson Educational Measurement Export

Navigation: Home – Management – Import/Export – Pre-Identification Export – PreIdent for Pearson Educational Measurement Export dropdown

StudentInformation returns course information in the Ohio Achievement Assessment and Ohio Graduation Test export files based on the value in the EMIS Subject Code field on the EMIS Override tab for a course section, if defined; otherwise, StudentInformation returns course information based on the value in the EMIS Subject Code field on the EMIS tab for the course.

OAA (Ohio Achievement Assessment)

The Ohio Achievement Pre-identification export process is performed whenever there is a need to create Pre-identification labels to submit to the testing company prior to a test administration.

The Achievement Pre-Ident will include the following students in the file:

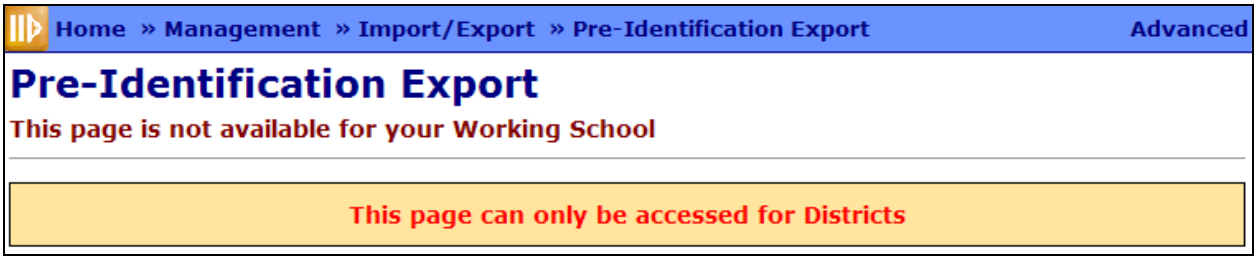
- Any student in 3rd grade through 8th grade who is actively enrolled and is attending the district.
- Any student in any other grade level that has an acceleration record for a test part in a specific grade level test other than their current grade level.

A student’s admission history records are checked to determine whether he is actively enrolled in the district or not.

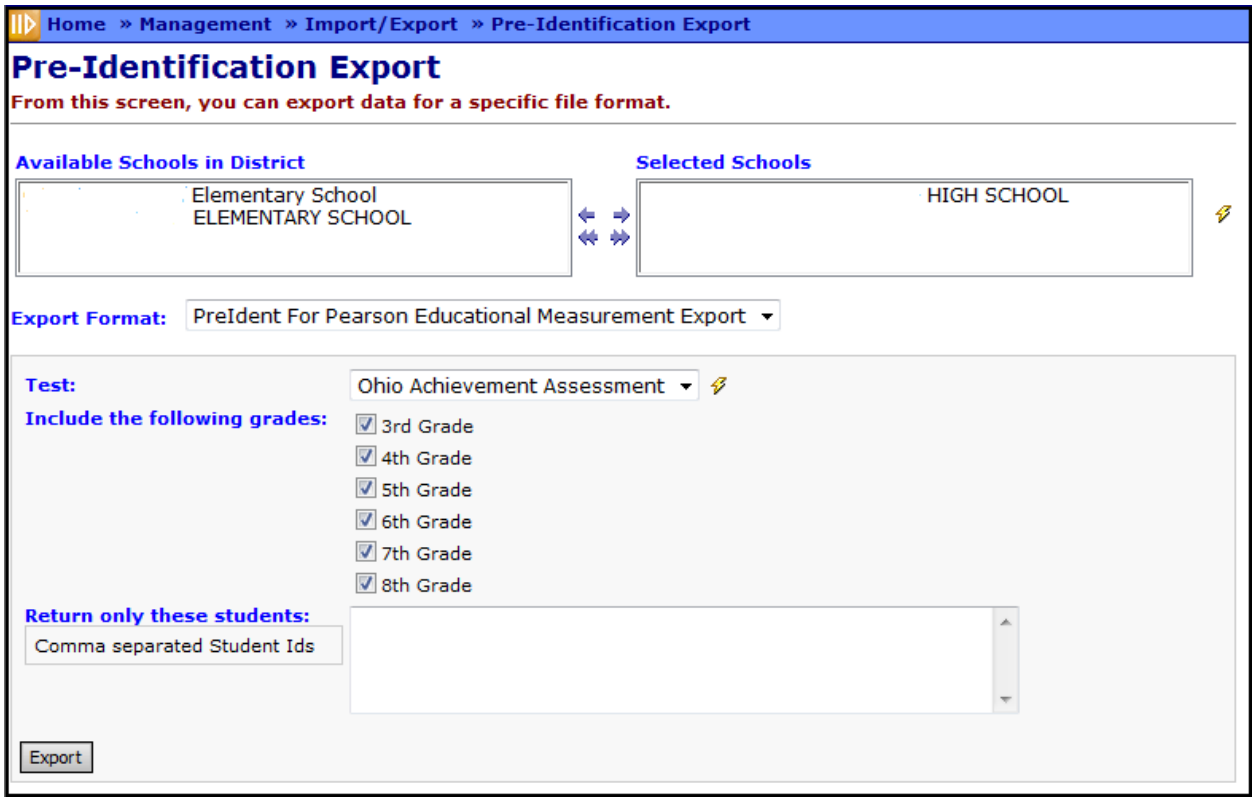
The Pre-Identification file layout was changed this year with the addition of new fields to collect data to be used by the D3A2 project when test results are loaded into that application. Classroom information on subjects taken by the student, which are relevant to the Achievement Assessment subject areas, is included in the records along with Teacher information identifying the student's teacher for each of the subject areas. Because of this request, it was necessary to load the Staff Credential ID's into the StudentInformation Staff records for inclusion on the records. Because of this option, it is important that schools make sure that student schedules are up to date when they create the file so that the results will be returned to the correct teacher once the vendor sends the test results back to the districts.

Previously, Pre-Ident was only including students who had an overall internal student status of Active. This has been changed in the 8.2.0 release to now include actively enrolled students regardless of their status code. Therefore, it is no longer necessary to change the internal value of your status codes for students to be included in the file.

As of DASL 9.0.1.8507, the OAA Pre-Ident is only accessible by districts. If the OAA Pre-Ident is accessed with a building in context, the following message will be displayed.


Home » Management » Import/Export » Pre-Identification Export
Advanced
Pre-Identification Export
This page is not available for your Working School
This page can only be accessed for Districts

As of 10.3.0.16150, students without SSIDs will display in a list at the bottom of the page and give the user the option to continue (excluded the students in this list from the export) or cancel. The user can also click on the student information and have a window pop-up with the Student Profile Edit screen.



Available Schools in District (required) – Select the schools that are to be included in the export file. One export file will be created that will contain data for all selected schools.

Export Format (required) – Select the PreIdent For Pearson Educational Measurement Export.

Test (required) – Select the Ohio Achievement Assessment.

Include the following grades (optional) – Select which grade levels should be included in the OAA Pre-Ident export file.

Return Only These Students (optional) – enter specific Student IDs (separated by commas) to return in the export. This can be used when creating pre-identification export files for alternate assessments.

Any 10th grade student who is actively enrolled and has not yet taken the OGT test.

OGT (Ohio Graduation Test)

The OGT Pre-identification export process is performed whenever there is a need to create Pre-identification labels to submit to the testing company prior to a test administration.

The OGT Pre-Ident will include the following students in the file:

1. Include students who are actively enrolled at the time pre-ident is processed.
2. Include all 10th grade students with percent of time greater than zero except for:

- FTE = 0 or
- FTE = 0 and Sent Reason on FS Student Standing = ES, JV, MR, PS, OS, PI, CI, NI

3. Students in grades 11,12,13
   a. FTE > 0 or
   b. FTE = 0 and Sent Reason on FS Student Standing = ES, JV, MR, PS, OS, PI, CI, NI
   c. Student does not have a passing score for at least one part of the OGT test on an existing test record. Non-passing scores are as follows:

Test Part	STR	ALT
Social Studies/Citizenship	400	120
Math	400	120
Reading	400	120
Science	400	130
Writing	400	120

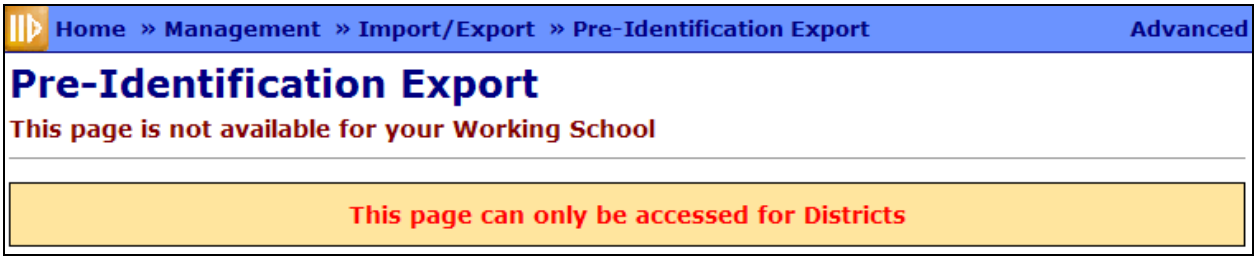
4. If student's Grade level is UG, then examine the value in the State Equivalent Grade field on the latest Student FD record for the value of the student grade level.

As of 10.3.0.16150, JVS students are determined by saying that only students who had JVS as their Sent To or Alt Sent To reason AND had 0 for their attendance percentage were considered JVS for purposes of this selection. The same kind of logic was used for Contract Vocational Out students (with CT as the Sent To or Alt Sent To reason).

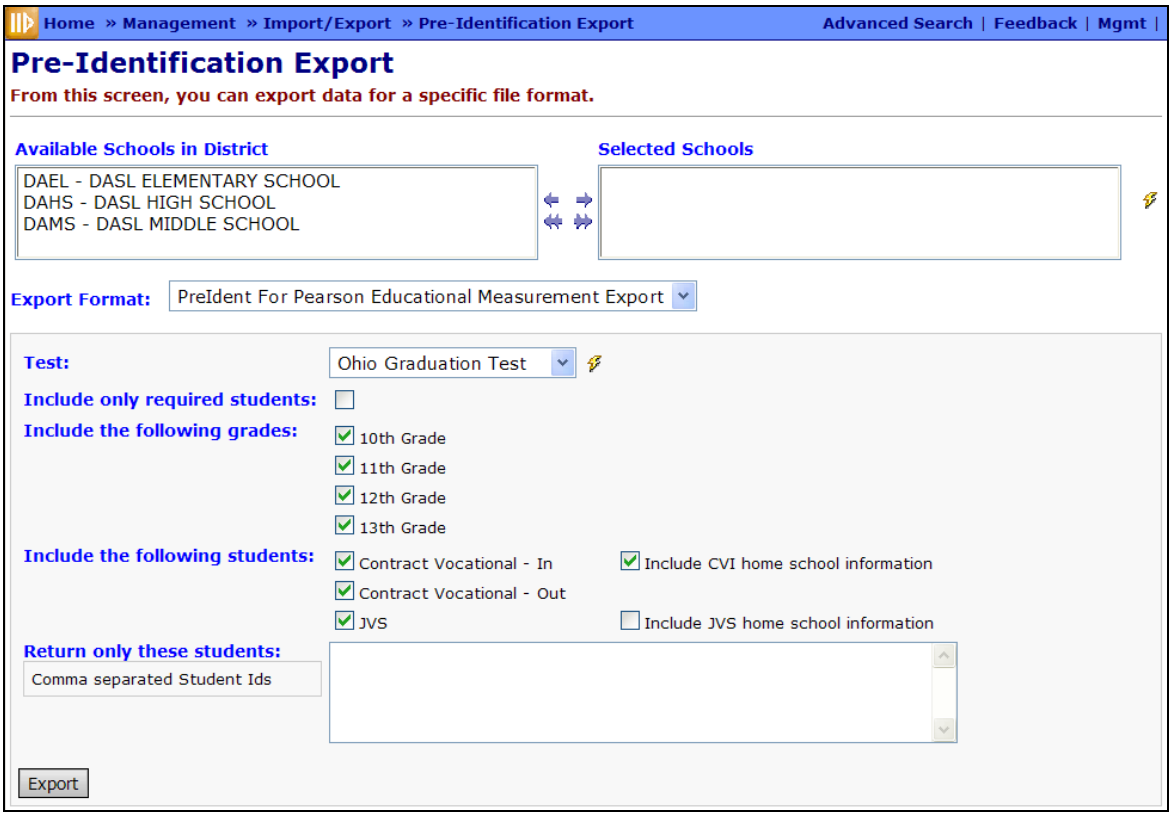
A student's admission history records are checked to determine whether he is actively enrolled in the district or not.

Course section information for the courses a student is enrolled, which are related to the test subject areas, is also included in the record. Previously, Pre-Ident was only including students who had an overall internal student status of Active. This has been changed in the 8.2.0 release to now include actively enrolled students regardless of their status code. Therefore, it is no longer necessary to change the internal value of your status codes for students to be included in the file.

As of DASL 9.0.1.8507, the OGT Pre-Ident is only accessible by districts. If the OGT Pre-Ident is accessed with a building in context, the following message will be displayed.


Home » Management » Import/Export » Pre-Identification Export
Advanced
Pre-Identification Export
This page is not available for your Working School
This page can only be accessed for Districts

As of 10.3.0.16150, students without SSIDs will display in a list at the bottom of the page and give the user the option to continue (excluded the students in this list from the export) or cancel. The user can also click on the student information and have a window pop-up with the Student Profile Edit screen.



Available Schools in District (required) – Select the schools that are to be included in the export file. One export file will be created that will contain data for all selected schools.

Export Format (required) – Select the PreIdent For Pearson Educational Measurement Export.

Test (required) – Select the Ohio Graduation Test.

Include only required students (optional) – When this checkbox is checked, the export will only include those students in the file that still need to take the test or have yet to pass all parts of the OGT.

Include the following grades (optional) – Select which grade levels should be included in the OGT Pre-Ident export file.

Include the following students (optional) – Check those options that apply; indicates whether you wish to include students attending elsewhere as Contract Vocational – In, Contract Vocational – Out, or JVS Students in your file.

Contract Vocational-In – Students that are non-residents of your district attending as a contract vocational student.

Contract Vocational-Out – Students that are residents of your district attending another district as a contract vocational student.

If the district is testing these students and wishes to have the results returned to their district, then include these students in your file.

Include CVI home school information (optional):

Hint for non-Home Schools: If you're not the resident district and you want the information sent back to the home school AND you've checked to include Contract Vocational – In students, then you will need to check Include CVI Home School Information.

Hint for Home Schools: If you are the Home School, do not check the Include CVI Home School Information. If you do, any Contract Vocational – In students in your file will generate an error and you will not be able to upload the file.

Include JVS home school information (optional):

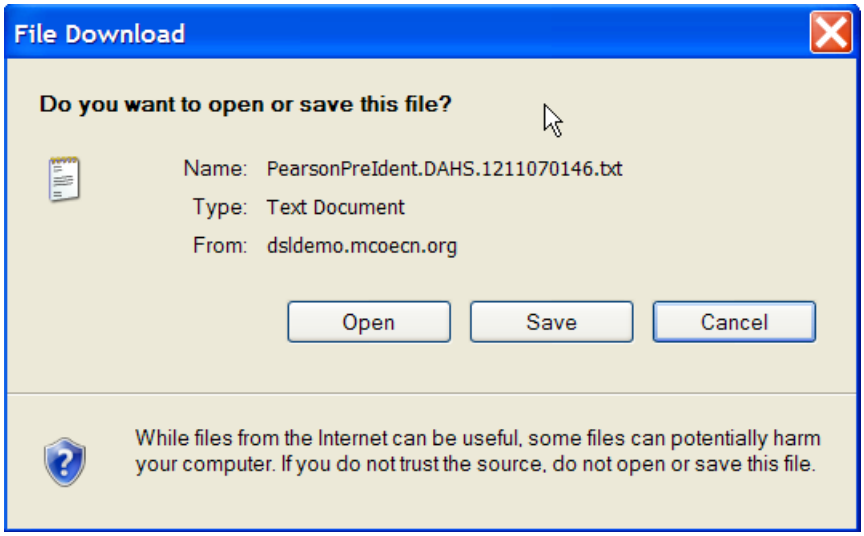
Hint for non-Home Schools: If you're not the resident district and you want the information sent back to the home school AND you've checked to include JVS students, then you will need to check Include JVS Home School Information.

Hint for Home Schools: If you are the Home School, do not check the Include JVS Home School Information. If you do, any JVS students in your file will generate an error and you will not be able to upload the file.

Return Only These Students (optional) – enter specific Student IDs (separated by commas) to return in the export. This can be used when creating pre-identification export files for alternate assessments. Please Note: When using this option, the grade level(s) of the students entered still need to be checked or the entered students will not be included in the file.

Export – Execute the Export process.

Note: *If any students are encountered without SSID's, a grid will display below the Export button listing the students with errors. If the students listed do not need to be included in the file you are creating, click the Continue button to create the file.*


File Download
Do you want to open or save this file?
Name: PearsonPreIdent.DAHS.1211070146.txt
Type: Text Document
From: dsldemo.mcoecn.org
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Save – Save this file to your hard drive or network drive.

The export file is fixed-width, with spaces for padding. The file layout from ODE (District Test Coordinator Newsletter K-8 Assessments December 2007) is detailed in the following figure.

In this export file, course codes longer than 10 characters are truncated to 10 characters by removing the necessary number of characters from the right side of the course code.

OHIO TESTS
RECORD DESCRIPTION FOR
STUDENT PRE-IDENTIFICATION FILE

New fields are highlighted in blue. Home District IRN (position 488-493) and Home District Name (position 500-529) are required for JVS students.

Record Length: 559

Field Position					
Start	End	Field Length	Description	Comments/Acceptable values	Required/ Optional
1	6	6	Attending District IRN	Six-digit District IRN; contains only numeric values (0-9). Testing materials and pre-ID labels will be shipped to the Attending District. Community schools, nonpublic schools may use the Attending School IRN to populate the Attending District IRN field. JVSDs should populate the Attending District IRN with either the JVSD IRN or the CTC school IRN, depending upon where they want pre-ID labels and testing materials shipped. If score reports should be made available to a different education agency, then the new optional field named "Home District IRN" must also be completed.	Required
7	12	6	Attending School IRN	Six-digit School IRN; contains only numeric values (0-9). If score reports should be made available to a different education agency, then the new optional field named "Home School IRN" must also be completed.	Required
13	42	30	Attending District Name	Alpha/numeric. Must correspond to Attending District IRN and be consistent with district name as listed in the Ohio Education Directory System (OEDS).	Required
43	72	30	Attending School Name	Alpha/numeric. Must correspond to Attending School IRN and be consistent with school name as listed in OEDS.	Required
73	92	20	Student Last Name	Alpha. This is the last name that will be used when reporting student assessment results.	Required
93	112	20	Student First Name	Alpha. This is the first name that will be used when reporting student assessment results.	Required
113	113	1	Student Middle Initial	Alpha. This is the middle initial that will be used when reporting student assessment results.	Required
114	115	2	Date of Birth Month (MM)	Two-digit numeric (01, 02, ..., 12)	Required
116	117	2	Date of Birth Day (DD)	Two-digit numeric (01, 02, ..., 31)	Required
118	121	4	Date of Birth Year (YYYY)	Four-digit numeric	Required
122	130	9	District Student ID Number (DSID)	District or School assigned Student ID only. A nine-character identifier; first character may be numeric 0-9 or alpha A-Z. All remaining characters must be numeric 0-9.	Optional
131	139	9	Statewide Student Identifier (SSID) assigned by ODE	State assigned Student ID only. A nine-character identifier; first two characters are alpha, all remaining characters are numeric 0-9.	Required for public school students.
140	141	2	Enrolled Grade	Must be numeric. Valid values are: 01, 02, 03, 04, 05..., 12; 13 = Adult High School, 14 = Proficiency Only, 22 = Kindergarten.	Required
142	142	1	Gender	Valid values are: F = female, M = male; Blank = Missing/Unknown	Required
143	143	1	Ethnicity	Numeric 1-7 as listed below.	Required
				1 = American Indian 2 = Asian/Pacific Islander 3 = Black/African American 4 = Hispanic 5 = White 6 = Multi-racial 7 = Other/Unknown	
144	148	5	Room Number	Alpha/numeric	Optional
149	149	1	Migrant Student	Alpha: Y = Migrant Student, N=Not Migrant Student, Blank = Missing/Unknown	Required

Start	End	Field Length	Description	Comments/Acceptable values	Required/ Optional
150	152	3	Filler		
153	162	10	Class Name/Course Name-Reading	Alpha/numeric. This field will be used to report the name of the class or course on reading teacher reports (e.g., Reading, English Literature). (Class Name/Course Name, Section Number, and Teacher Name are optional. However no classroom level report will be generated if ALL the three fields are left blank)	Optional
163	167	5	Section Number- Reading	Alpha/numeric. This field will be used to report the section number of the class or course on reading teacher reports (e.g., 01, 02, 3A).	Optional
168	187	20	Teacher Name-Reading	Alpha (last name, first name). This field will be used to report the teacher name on reading reports.	Optional
188	197	10	Class Name/Course Name-Writing	Alpha/numeric. This field will be used to report the name of the class or course on writing teacher reports (e.g., Writing, Composition, Creative Writing). (Class Name/Course Name, Section Number, and Teacher Name are optional. However no classroom level report will be generated if ALL the three fields are left blank)	Optional
198	202	5	Section Number- Writing	Alpha/numeric. This field will be used to report the section number of the class or course on writing teacher reports (e.g., 01, 02, 3A).	Optional
203	222	20	Teacher Name-Writing	Alpha (last name, first name). This field will be used to report the teacher name on writing teacher reports.	Optional
223	232	10	Class Name/Course Name-Mathematics	Alpha/numeric. This field will be used to report the name of the class or course on mathematics teacher reports (e.g., Mathematics, Algebra, Geometry). (Class Name/Course Name, Section Number, and teacher name are optional. However no classroom level report will be generated if ALL the three fields are left blank)	Optional
233	237	5	Section Number-Mathematics	Alpha/numeric. This field will be used to report the section number of the class or course on mathematics teacher reports (e.g., 01, 02, 3A).	Optional
238	257	20	Teacher Name-Mathematics	Alpha (last name, first name). This field will be used to report the teacher name on mathematics teacher reports.	Optional
258	267	10	Class Name/Course Name-Social Studies	Alpha/numeric. This field will be used to report the name of the class or course on social studies teacher reports (e.g., Social Studies, History, Civics). (Class Name/Course Name, Section Number, and Teacher Name are optional. However no classroom level report will be generated if ALL the three fields are left blank)	Optional
268	272	5	Section Number-Social Studies	Alpha/numeric. This field will be used to report the section number of the class or course on social studies teacher reports (e.g., 01, 02, 3A).	Optional
273	292	20	Teacher Name-Social Studies	Alpha (last name, first name). This field will be used to report the teacher name on social studies teacher reports.	Optional
293	302	10	Class Name/Course Name-Science	Alpha/numeric. This field will be used to report the name of the class or course on science teacher reports (e.g., Science, Biology, Physics). (Class Name/Course Name, Section Number, and Teacher Name are optional. However no classroom level report will be generated if ALL the three fields are left blank)	Optional
303	307	5	Section Number-Science	Alpha/numeric. This field will be used to report the section number of the class or course on science teacher reports (e.g., 01, 02, 3A).	Optional
308	327	20	Teacher Name-Science	Alpha (last name, first name). This field will be used to report the teacher name on science teacher reports.	Optional
328	328	1	Accelerated Testing Indicator - Reading	Alpha. Indicate whether the student will be administered a test in an accelerated grade level (a grade level higher than the student's enrolled grade). Y = Yes, student is being tested in an accelerated grade; N = No, student is being tested in enrolled grade; Blank = Not Indicated, assume student is being tested in enrolled grade.	Optional, unless student is participating in accelerated testing.
329	330	2	Accelerated Testing Grade-Reading	Numeric. If accelerated testing flag is "Y", indicate the grade level at which the student is tested. Must be numeric. Valid values are: 03, 04, 05, 06, 07, and 08. Accelerated testing grade must be higher than student's enrolled grade.	Optional, unless student is participating in accelerated testing.
331	331	1	Accelerated Testing Indicator - Writing	Alpha. Indicate whether the student will be administered a test in an accelerated grade level (a grade level higher than the student's enrolled grade). Y = Yes, student is being tested in an accelerated grade; N = No, student is being tested in enrolled grade; Blank = Not Indicated, assume student is being tested in enrolled grade.	Optional, unless student is participating in accelerated testing.
332	333	2	Accelerated Testing Grade-Writing	Numeric. If accelerated testing flag is "Y", indicate the grade level at which the student is tested. Must be numeric. Valid values are: 04 and 07. Accelerated testing grade must be higher than student's enrolled grade.	Optional, unless student is participating in accelerated testing.

Start	End	Field Length	Description	Comments/Acceptable values	Required/ Optional
334	334	1	Accelerated Testing Indicator - Mathematics	Alpha. Indicate whether the student will be administered a test in an accelerated grade level (a grade level higher than the student's enrolled grade). Y = Yes, student is being tested in an accelerated grade; N = No, student is being tested in enrolled grade; Blank = Not Indicated, assume student is being tested in enrolled grade.	Optional, unless student is participating in accelerated testing.
335	336	2	Accelerated Testing Grade-Mathematics	Numeric. If accelerated testing flag is "Y", indicate the grade level at which the student is tested. Must be numeric. Valid values are: 03, 04, 05, 06, 07, and 08. Accelerated testing grade must be higher than student's enrolled grade.	Optional, unless student is participating in accelerated testing.
337	337	1	Accelerated Testing Indicator - Social Studies	Alpha. Indicate whether the student will be administered a test in an accelerated grade level (a grade level higher than the student's enrolled grade). Y = Yes, student is being tested in an accelerated grade; N = No, student is being tested in enrolled grade; Blank = Not Indicated, assume student is being tested in enrolled grade.	Optional, unless student is participating in accelerated testing.
338	339	2	Accelerated Testing Grade- Social Studies	Numeric. If accelerated testing flag is "Y", indicate the grade level at which the student is tested. Must be numeric. Valid values are: 05 and 08. Accelerated testing grade must be higher than student's enrolled grade.	Optional
340	340	1	Accelerated Testing Indicator - Science	Alpha. Indicate whether the student will be administered a test in an accelerated grade level (a grade level higher than the student's enrolled grade). Y = Yes, student is being tested in an accelerated grade; N = No, student is being tested in enrolled grade; Blank = Not Indicated, assume student is being tested in enrolled grade.	Optional, unless student is participating in accelerated testing.
341	342	2	Accelerated Testing Grade-Science	Numeric. If accelerated testing flag is "Y", indicate the grade level at which the student is tested. Must be numeric. Valid values are: 05 and 08. Accelerated testing grade must be higher than student's enrolled grade.	Optional, unless student is participating in accelerated testing.
343	351	9	Teacher Identification Number-Reading	Alpha/numeric. Districts may provide teacher credential ID numbers so that teacher level results can be tracked across test administrations.	Optional
352	360	9	Teacher Identification Number-Writing	Alpha/numeric. Districts may provide teacher credential ID numbers so that teacher level results can be tracked across test administrations.	Optional
361	369	9	Teacher Identification Number-Mathematics	Alpha/numeric. Districts may provide teacher credential ID numbers so that teacher level results can be tracked across test administrations.	Optional
370	378	9	Teacher Identification Number-Social Studies	Alpha/numeric. Districts may provide teacher credential ID numbers so that teacher level results can be tracked across test administrations.	Optional
379	387	9	Teacher Identification Number-Science	Alpha/numeric. Districts may provide teacher credential ID numbers so that teacher level results can be tracked across test administrations.	Optional
388	407	20	Course Code-Reading	Alpha/numeric. Districts may populate this field with the reading course code.	Optional
408	427	20	Course Code-Writing	Alpha/numeric. Districts may populate this field with the writing course code.	Optional
428	447	20	Course Code-Mathematics	Alpha/numeric. Districts may populate this field with the mathematics course code.	Optional
448	467	20	Course Code-Social Studies	Alpha/numeric. Districts may populate this field with the science course code.	Optional
468	487	20	Course Code-Science	Alpha/numeric. Districts may populate this field with the social studies course code.	Optional
488	493	6	Home District IRN	Six-digit District IRN; numeric 0-9. If this field is filled out, student score reports will be made available to the indicated district	Required for JVSD students. Optional for other students.
494	499	6	Home School IRN	Six-digit School IRN; numeric 0-9. If this field is filled out, student score reports will be made available to the indicated school.	Optional
500	529	30	Home District Name	Alpha/numeric. Must correspond to Home District IRN	Required for JVSD students. Optional for other students.
530	559	30	Home School Name	Alpha/numeric. Must correspond to Home School IRN	Optional

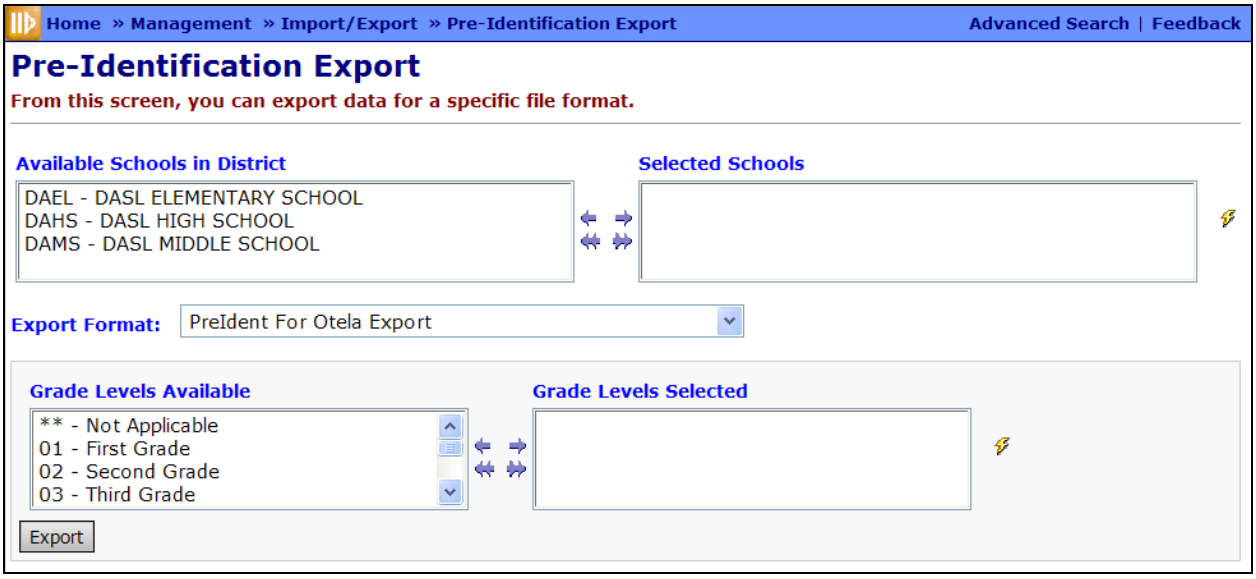
At this time, the export file will only contain one course section for each subject category. Note that courses are only included in the export file if their EMIS tab contains an EMIS Subject Code that matches an EMIS subject code for the listed subject. Reading and Writing courses will first look for matches on a Reading EMIS subject code (050102, 050104, 050106, 050119, 050300) or a Writing EMIS subject code (050014, 050220, 050400, 050403, 050500, 059920) as appropriate, and if there are no matches on these, the export will look for a match on a Reading/Writing EMIS subject code (050152, 050154, 050156, 050160, 050170, 050180, 050190, 050545, 051905, 059930, 059999) before leaving the course blank.

PreIdent for OTELA Export

Navigation: Home – Management – Import/Export – Pre-Identification Export – PreIdent for Otela Export Format

Please use this export only for the OTELA (Ohio Test of English Language Acquisition) exports. This export can only be accessed by Districts and will not include withdrawn students. It will only include students whose FS record has a District Withdrawal Reason of **.

> ***Note:*** *The export will check for the existence of an SSID on the student's FS records so the correct students will be returned in the export.*


Home » Management » Import/Export » Pre-Identification Export
Advanced Search | Feedback
Pre-Identification Export
From this screen, you can export data for a specific file format.
Available Schools in District
DAEL - DASL ELEMENTARY SCHOOL
DAHS - DASL HIGH SCHOOL
DAMS - DASL MIDDLE SCHOOL
Selected Schools
Export Format:
PreIdent For Otela Export
Grade Levels Available
** - Not Applicable
01 - First Grade
02 - Second Grade
03 - Third Grade
Grade Levels Selected
Export

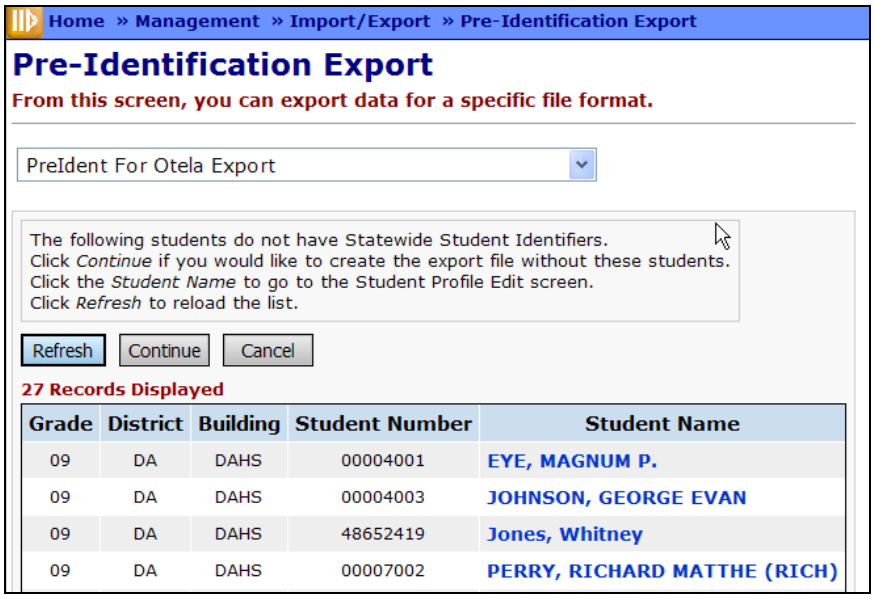
Available Schools in District (required) – Select the schools that are to be included in the export file. One export file will be created that will contain data for all selected schools.

Export Format (required) – Select the Pre-Ident for OTELA Export.

Grades Levels (required) – Select the grade level(s) to include in the export.

Export – Execute the Export process.

If there are students that do not have SSIDs, they will be displayed.

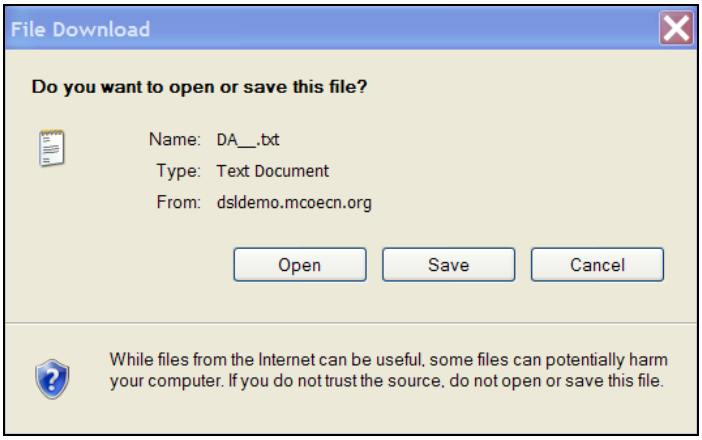

Home » Management » Import/Export » Pre-Identification Export
Pre-Identification Export
From this screen, you can export data for a specific file format.
PreIdent For Otela Export
The following students do not have Statewide Student Identifiers.
Click Continue if you would like to create the export file without these students.
Click the Student Name to go to the Student Profile Edit screen.
Click Refresh to reload the list.
Refresh
Continue
Cancel
27 Records Displayed
Grade
District
Building
Student Number
Student Name
09 DA DAHS 00004001 EYE, MAGNUM P.
09 DA DAHS 00004003 JOHNSON, GEORGE EVAN
09 DA DAHS 48652419 Jones, Whitney
09 DA DAHS 00007002 PERRY, RICHARD MATTHE (RICH)

Click the hyperlinked student name **EYE, MAGNUM P.** to go to the Student Profile Edit Screen for this student.

Click **Refresh** to reload the list.

Click **Cancel** to return to the Pre-Ident for OTELA Export selection screen.

Click **Continue** if you would like to create the export file without these students.


File Download
Do you want to open or save this file?
Name: DA__.txt
Type: Text Document
From: dsldemo.mcoecn.org
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Save – Save this file to your hard drive or network drive.

The export file is fixed-width, with spaces for padding. The file layout from ODE (District Test Coordinator Newsletter K-8 Assessments December 2007) is detailed in the following figure.

In this export file, course codes longer than 10 characters are truncated to 10 characters by removing the necessary number of characters from the right side of the course code.

OHIO TESTS
RECORD DESCRIPTION FOR
STUDENT PRE-IDENTIFICATION FILE

New fields are highlighted in blue. Home District IRN (position 488-493) and Home District Name (position 500-529) are required for JVS students.

Record Length: 559

Field Position					
Start	End	Field Length	Description	Comments/Acceptable values	Required/ Optional
1	6	6	Attending District IRN	Six-digit District IRN; contains only numeric values (0-9). Testing materials and pre-ID labels will be shipped to the Attending District. Community schools, nonpublic schools may use the Attending School IRN to populate the Attending District IRN field. JVSDs should populate the Attending District IRN with either the JVSD IRN or the CTC school IRN, depending upon where they want pre-ID labels and testing materials shipped. If score reports should be made available to a different education agency, then the new optional field named "Home District IRN" must also be completed.	Required
7	12	6	Attending School IRN	Six-digit School IRN; contains only numeric values (0-9). If score reports should be made available to a different education agency, then the new optional field named "Home School IRN" must also be completed.	Required
13	42	30	Attending District Name	Alpha/numeric. Must correspond to Attending District IRN and be consistent with district name as listed in the Ohio Education Directory System (OEDS).	Required
43	72	30	Attending School Name	Alpha/numeric. Must correspond to Attending School IRN and be consistent with school name as listed in OEDS.	Required
73	92	20	Student Last Name	Alpha. This is the last name that will be used when reporting student assessment results.	Required
93	112	20	Student First Name	Alpha. This is the first name that will be used when reporting student assessment results.	Required
113	113	1	Student Middle Initial	Alpha. This is the middle initial that will be used when reporting student assessment results.	Required
114	115	2	Date of Birth Month (MM)	Two-digit numeric (01, 02, ..., 12)	Required
116	117	2	Date of Birth Day (DD)	Two-digit numeric (01, 02, ..., 31)	Required
118	121	4	Date of Birth Year (YYYY)	Four-digit numeric	Required
122	130	9	District Student ID Number (DSID)	District or School assigned Student ID only. A nine-character identifier; first character may be numeric 0-9 or alpha A-Z. All remaining characters must be numeric 0-9.	Optional
131	139	9	Statewide Student Identifier (SSID) assigned by ODE	State assigned Student ID only. A nine-character identifier; first two characters are alpha, all remaining characters are numeric 0-9.	Required for public school students.
140	141	2	Enrolled Grade	Must be numeric. Valid values are: 01, 02, 03, 04, 05...., 12; 13 = Adult High School, 14 = Proficiency Only, 22 = Kindergarten.	Required
142	142	1	Gender	Valid values are: F = female, M = male; Blank = Missing/Unknown	Required
143	143	1	Ethnicity	Numeric 1-7 as listed below. 1 = American Indian 2 = Asian/Pacific Islander 3 = Black/African American 4 = Hispanic 5 = White 6 = Multi-racial 7 = Other/Unknown	Required
144	148	5	Room Number	Alpha/numeric	Optional
149	149	1	Migrant Student	Alpha: Y = Migrant Student, N=Not Migrant Student, Blank = Missing/Unknown	Required

Start	End	Field Length	Description	Comments/Acceptable values	Required/ Optional
150	152	3	Filler		
153	162	10	Class Name/Course Name-Reading	Alpha/numeric. This field will be used to report the name of the class or course on reading teacher reports (e.g., Reading, English Literature). (Class Name/Course Name, Section Number, and Teacher Name are optional. However no classroom level report will be generated if ALL the three fields are left blank)	Optional
163	167	5	Section Number- Reading	Alpha/numeric. This field will be used to report the section number of the class or course on reading teacher reports (e.g., 01, 02, 3A).	Optional
168	187	20	Teacher Name-Reading	Alpha (last name, first name). This field will be used to report the teacher name on reading reports.	Optional
188	197	10	Class Name/Course Name-Writing	Alpha/numeric. This field will be used to report the name of the class or course on writing teacher reports (e.g., Writing, Composition, Creative Writing). (Class Name/Course Name, Section Number, and Teacher Name are optional. However no classroom level report will be generated if ALL the three fields are left blank)	Optional
198	202	5	Section Number- Writing	Alpha/numeric. This field will be used to report the section number of the class or course on writing teacher reports (e.g., 01, 02, 3A).	Optional
203	222	20	Teacher Name-Writing	Alpha (last name, first name). This field will be used to report the teacher name on writing teacher reports.	Optional
223	232	10	Class Name/Course Name-Mathematics	Alpha/numeric. This field will be used to report the name of the class or course on mathematics teacher reports (e.g., Mathematics, Algebra, Geometry). (Class Name/Course Name, Section Number, and teacher name are optional. However no classroom level report will be generated if ALL the three fields are left blank)	Optional
233	237	5	Section Number-Mathematics	Alpha/numeric. This field will be used to report the section number of the class or course on mathematics teacher reports (e.g., 01, 02, 3A).	Optional
238	257	20	Teacher Name-Mathematics	Alpha (last name, first name). This field will be used to report the teacher name on mathematics teacher reports.	Optional
258	267	10	Class Name/Course Name-Social Studies	Alpha/numeric. This field will be used to report the name of the class or course on social studies teacher reports (e.g., Social Studies, History, Civics). (Class Name/Course Name, Section Number, and Teacher Name are optional. However no classroom level report will be generated if ALL the three fields are left blank)	Optional
268	272	5	Section Number-Social Studies	Alpha/numeric. This field will be used to report the section number of the class or course on social studies teacher reports (e.g., 01, 02, 3A).	Optional
273	292	20	Teacher Name-Social Studies	Alpha (last name, first name). This field will be used to report the teacher name on social studies teacher reports.	Optional
293	302	10	Class Name/Course Name-Science	Alpha/numeric. This field will be used to report the name of the class or course on science teacher reports (e.g., Science, Biology, Physics). (Class Name/Course Name, Section Number, and Teacher Name are optional. However no classroom level report will be generated if ALL the three fields are left blank)	Optional
303	307	5	Section Number-Science	Alpha/numeric. This field will be used to report the section number of the class or course on science teacher reports (e.g., 01, 02, 3A).	Optional
308	327	20	Teacher Name-Science	Alpha (last name, first name). This field will be used to report the teacher name on science teacher reports.	Optional
328	328	1	Accelerated Testing Indicator - Reading	Alpha. Indicate whether the student will be administered a test in an accelerated grade level (a grade level higher than the student's enrolled grade). Y = Yes, student is being tested in an accelerated grade; N = No, student is being tested in enrolled grade; Blank = Not Indicated, assume student is being tested in enrolled grade.	Optional, unless student is participating in accelerated testing.
329	330	2	Accelerated Testing Grade-Reading	Numeric. If accelerated testing flag is "Y", indicate the grade level at which the student is tested. Must be numeric. Valid values are: 03, 04, 05, 06, 07, and 08. Accelerated testing grade must be higher than student's enrolled grade.	Optional, unless student is participating in accelerated testing.
331	331	1	Accelerated Testing Indicator - Writing	Alpha. Indicate whether the student will be administered a test in an accelerated grade level (a grade level higher than the student's enrolled grade). Y = Yes, student is being tested in an accelerated grade; N = No, student is being tested in enrolled grade; Blank = Not Indicated, assume student is being tested in enrolled grade.	Optional, unless student is participating in accelerated testing.
332	333	2	Accelerated Testing Grade-Writing	Numeric. If accelerated testing flag is "Y", indicate the grade level at which the student is tested. Must be numeric. Valid values are: 04 and 07. Accelerated testing grade must be higher than student's enrolled grade.	Optional, unless student is participating in accelerated testing.

Start	End	Field Length	Description	Comments/Acceptable values	Required/ Optional
334	334	1	Accelerated Testing Indicator - Mathematics	Alpha. Indicate whether the student will be administered a test in an accelerated grade level (a grade level higher than the student's enrolled grade). Y = Yes, student is being tested in an accelerated grade; N = No, student is being tested in enrolled grade; Blank = Not Indicated, assume student is being tested in enrolled grade.	Optional, unless student is participating in accelerated testing.
335	336	2	Accelerated Testing Grade-Mathematics	Numeric. If accelerated testing flag is "Y", indicate the grade level at which the student is tested. Must be numeric. Valid values are: 03, 04, 05, 06, 07, and 08. Accelerated testing grade must be higher than student's enrolled grade.	Optional, unless student is participating in accelerated testing.
337	337	1	Accelerated Testing Indicator - Social Studies	Alpha. Indicate whether the student will be administered a test in an accelerated grade level (a grade level higher than the student's enrolled grade). Y = Yes, student is being tested in an accelerated grade; N = No, student is being tested in enrolled grade; Blank = Not Indicated, assume student is being tested in enrolled grade.	Optional, unless student is participating in accelerated testing.
338	339	2	Accelerated Testing Grade- Social Studies	Numeric. If accelerated testing flag is "Y", indicate the grade level at which the student is tested. Must be numeric. Valid values are: 05 and 08. Accelerated testing grade must be higher than student's enrolled grade.	Optional
340	340	1	Accelerated Testing Indicator - Science	Alpha. Indicate whether the student will be administered a test in an accelerated grade level (a grade level higher than the student's enrolled grade). Y = Yes, student is being tested in an accelerated grade; N = No, student is being tested in enrolled grade; Blank = Not Indicated, assume student is being tested in enrolled grade.	Optional, unless student is participating in accelerated testing.
341	342	2	Accelerated Testing Grade-Science	Numeric. If accelerated testing flag is "Y", indicate the grade level at which the student is tested. Must be numeric. Valid values are: 05 and 08. Accelerated testing grade must be higher than student's enrolled grade.	Optional, unless student is participating in accelerated testing.
343	351	9	Teacher Identification Number-Reading	Alpha/numeric. Districts may provide teacher credential ID numbers so that teacher level results can be tracked across test administrations.	Optional
352	360	9	Teacher Identification Number-Writing	Alpha/numeric. Districts may provide teacher credential ID numbers so that teacher level results can be tracked across test administrations.	Optional
361	369	9	Teacher Identification Number-Mathematics	Alpha/numeric. Districts may provide teacher credential ID numbers so that teacher level results can be tracked across test administrations.	Optional
370	378	9	Teacher Identification Number-Social Studies	Alpha/numeric. Districts may provide teacher credential ID numbers so that teacher level results can be tracked across test administrations.	Optional
379	387	9	Teacher Identification Number-Science	Alpha/numeric. Districts may provide teacher credential ID numbers so that teacher level results can be tracked across test administrations.	Optional
388	407	20	Course Code-Reading	Alpha/numeric. Districts may populate this field with the reading course code.	Optional
408	427	20	Course Code-Writing	Alpha/numeric. Districts may populate this field with the writing course code.	Optional
428	447	20	Course Code-Mathematics	Alpha/numeric. Districts may populate this field with the mathematics course code.	Optional
448	467	20	Course Code-Social Studies	Alpha/numeric. Districts may populate this field with the science course code.	Optional
468	487	20	Course Code-Science	Alpha/numeric. Districts may populate this field with the social studies course code.	Optional
488	493	6	Home District IRN	Six-digit District IRN; numeric 0-9. If this field is filled out, student score reports will be made available to the indicated district	Required for JVSD students. Optional for other students.
494	499	6	Home School IRN	Six-digit School IRN; numeric 0-9. If this field is filled out, student score reports will be made available to the indicated school.	Optional
500	529	30	Home District Name	Alpha/numeric. Must correspond to Home District IRN	Required for JVSD students. Optional for other students
530	559	30	Home School Name	Alpha/numeric. Must correspond to Home School IRN	Optional

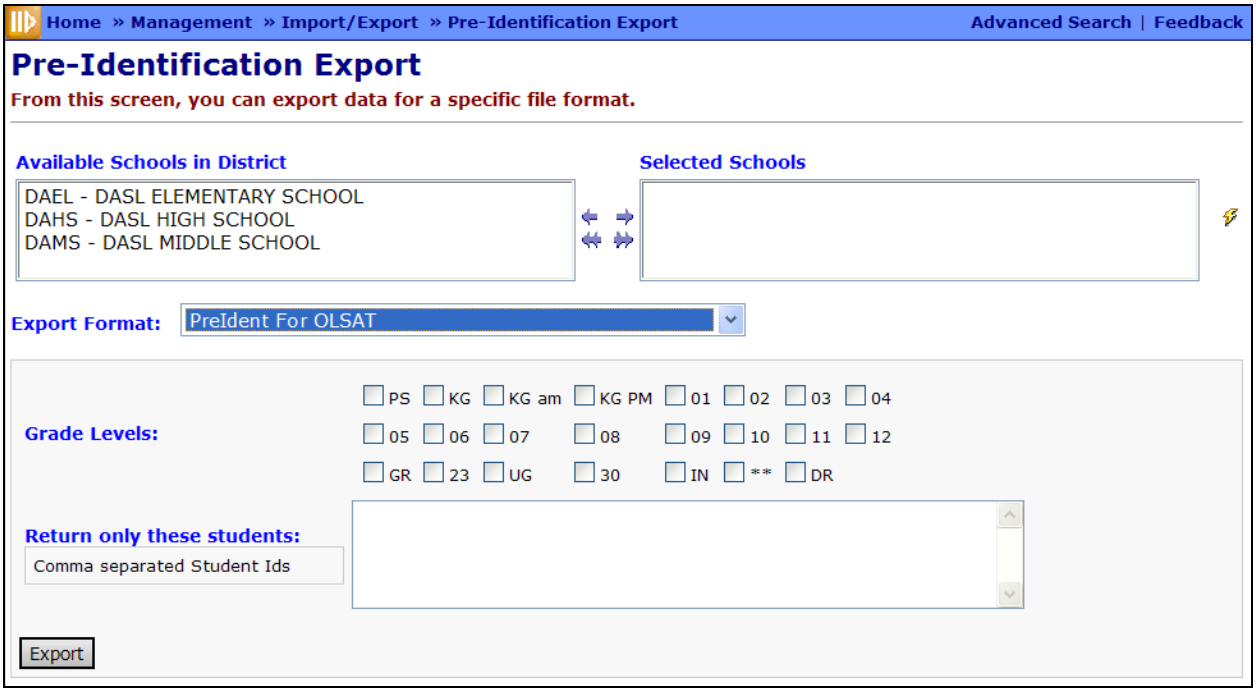
At this time, the export file will only contain one course section for each subject category. Note that courses are only included in the export file if their EMIS tab contains an EMIS Subject Code that matches an EMIS subject code for the listed subject. Reading and Writing courses will first look for matches on a Reading EMIS subject code (050102, 050104, 050106, 050119, 050300) or a Writing EMIS subject code (050014, 050220, 050400, 050403, 050500, 059920) as appropriate, and if there are no matches on these, the export will look for a match on a Reading/Writing EMIS subject code (050152, 050154, 050156, 050160, 050170, 050180, 050190, 050545, 051905, 059930, 059999) before leaving the course blank.

> ***Note**: Prior to 10.3.016150, the OTELA Pre-Id Export was looking at courses and teachers by Subject Area For Credit, not EMIS Subject Type. As a result, since the Subject Area For Credit is always ** for non-high school courses, middle school and elementary courses were not getting picked up. As of 10.3.0.16150, the code was modified to match on EMIS Subject Type, not Subject Area for Credit.*

PreIdent for OLSAT

Navigation: Home – Management – Import/Export – Pre-Identification Export – PreIdent for OLSAT dropdown

Please use this export only for the OLSAT (Otis-Lennon School Ability Test) exports. This export can only be accessed for Districts.


Home » Management » Import/Export » Pre-Identification Export
Advanced Search | Feedback
Pre-Identification Export
From this screen, you can export data for a specific file format.
Available Schools in District
DAEL - DASL ELEMENTARY SCHOOL
DAHS - DASL HIGH SCHOOL
DAMS - DASL MIDDLE SCHOOL
Selected Schools
Export Format:
PreIdent For OLSAT
Grade Levels:
PS KG KG am KG PM 01 02 03 04
05 06 07 08 09 10 11 12
GR 23 UG 30 IN ** DR
Return only these students:
Comma separated Student Ids
Export

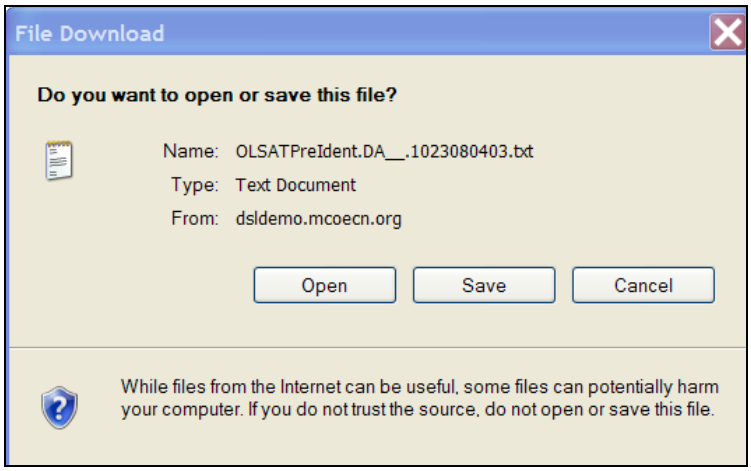
Available Schools in District (required) – Select the schools that are to be included in the export file. One export file will be created that will contain data for all selected schools.

Export Format (required) – Select the Pre-Ident for OLSAT.

Grade Levels (required) – Select the grade level(s) to include in the export.

Return Only These Students (optional) – enter specific Student IDs (separated by commas) to return in the export. This can be used when creating pre-identification export files for alternate assessments. Please Note: When using this option, the grade level(s) of the students entered still need to be checked or the entered students will not be included in the file.

Export – Execute the Export process.


File Download
Do you want to open or save this file?
Name: OLSATPreIdent.DA__.1023080403.txt
Type: Text Document
From: dsldemo.mcoecn.org
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Save – Save this file to your hard drive or network drive.

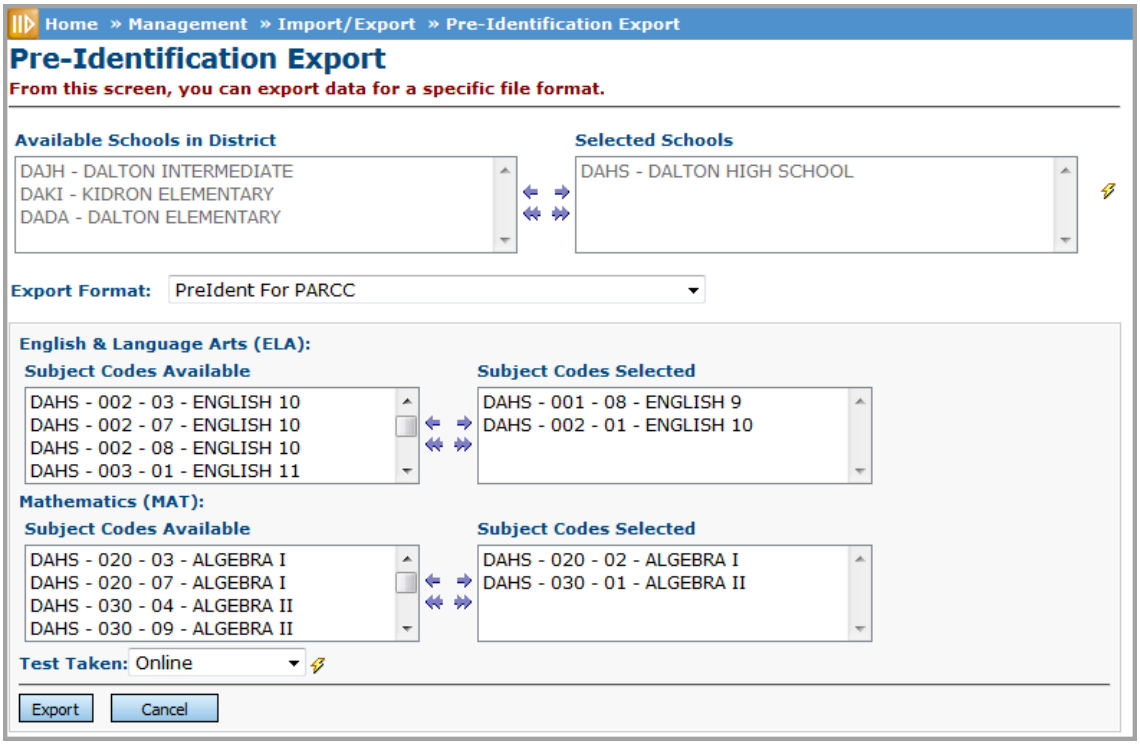
The export file is fixed-width, with spaces for padding. An example of the output is shown in the following figure.

```
DASL LOCAL SD       DA       DASL HIGH SCHOOL    DAHS                                    09BANANA     HANNAH    R          268722176 08171987F 1  1
         1            2 B
DASL LOCAL SD       DA       DASL HIGH SCHOOL    DAHS                                    11CONTRARY   JASON WIL            369852369 02141990M 1  1
```

PreIdent for PARCC

Navigation: Home – Management – Import/Export – Pre-Identification Export – PreIdent For PARCC dropdown

You can only run this export at the district level. The export file is in .CSV format.


Home » Management » Import/Export » Pre-Identification Export
Pre-Identification Export
From this screen, you can export data for a specific file format.
Available Schools in District
DAJH - DALTON INTERMEDIATE
DAKI - KIDRON ELEMENTARY
DADA - DALTON ELEMENTARY
Selected Schools
DAHS - DALTON HIGH SCHOOL
Export Format: PreIdent For PARCC
English & Language Arts (ELA):
Subject Codes Available
DAHS - 002 - 03 - ENGLISH 10
DAHS - 002 - 07 - ENGLISH 10
DAHS - 002 - 08 - ENGLISH 10
DAHS - 003 - 01 - ENGLISH 11
Subject Codes Selected
DAHS - 001 - 08 - ENGLISH 9
DAHS - 002 - 01 - ENGLISH 10
Mathematics (MAT):
Subject Codes Available
DAHS - 020 - 03 - ALGEBRA I
DAHS - 020 - 07 - ALGEBRA I
DAHS - 030 - 04 - ALGEBRA II
DAHS - 030 - 09 - ALGEBRA II
Subject Codes Selected
DAHS - 020 - 02 - ALGEBRA I
DAHS - 030 - 01 - ALGEBRA II
Test Taken: Online
Export
Cancel

1. At the top of the screen, select the school(s) to include in the export by moving them from the **Available Schools in District** multi-select list to the **Selected Schools** list. A single export file will contain data for all selected schools.
2. In the **Export Format** drop-down list, select "PreIdent For PARCC."
3. In both the **English & Language Arts (ELA)** and **Mathematics (MAT)** sections, select the course(s) to include in the export by moving them from the **Subject Codes Available** multi-select list to the **Subject Codes Selected** list.

   Note: *Courses with the following EMIS Subject Codes display in the lists:*

   - **ELA** – 05XXXX and 06XXXX
   - **MAT** – 11XXXX
4. In the **Test Taken** drop-down list, select the format of the test the students will take – either "Paper" or "Online."
5. Click **Export**, and save the file.

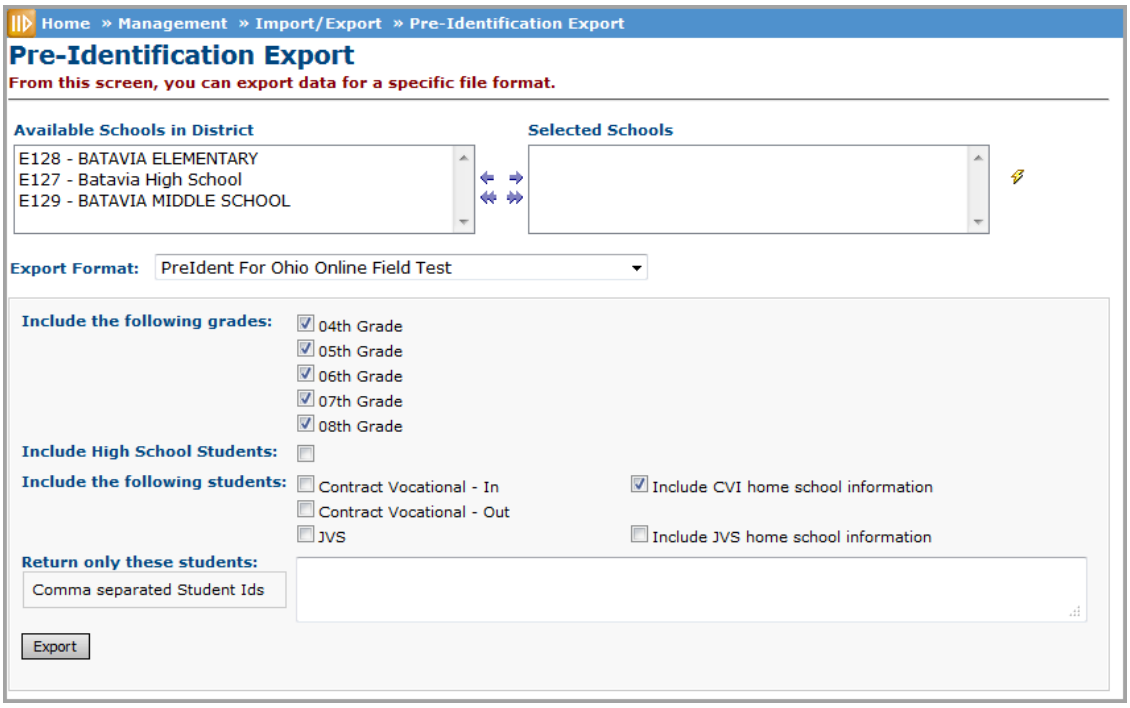
PreIdent for Ohio Online Field Test

Navigation: Home – Management – Import/Export – Pre-Identification Export – PreIdent For Ohio Online Field Test dropdown

You can only run this export at the district level. The export file is in .txt format.

StudentInformation includes students in the export based on the following rules:

- 04-08 graders:
  - included regardless of whether they are in an “SOC” or “SCI” course
  - course information included for “SOC” and “SCI” courses (otherwise left blank)
- High school students:
  - only included if they are currently taking a course with the specified EMIS Subject Codes: 150300, 150308, 159950, 150810, 152300, 132230, and 132220
  - course information always included



1. At the top of the screen, select the school(s) to include in the export by moving them from the **Available Schools in District** multi-select list to the **Selected Schools** list. A single export file will contain data for all selected schools.
2. In the **Export Format** drop-down list, select “PreIdent For Ohio Online Field Test.”
3. Optional: In the **Include the following grades** option, select the check box beside each grade level to include in the export file.

4. Optional: To include high school students, select the **Include High School Students** check box.
5. Optional: In the **Include the following students** option, select any of the following options to include students with these conditions:
   - **Contract Vocational - In** – students that are non-residents of your district attending as a contract vocational student
   - **Contract Vocational - Out** – students that are residents of your district attending another district as a contract vocational student

     Note: *If your district is testing these students and you want to receive the results, you should include these students in your file.*
6. Optional: If you want to include contract vocational home school information on the export, select the **Include CVI home school information** check box.

   Note for non-home schools: *If you are not the resident district, you want the home school to receive the information and you selected to include Contract Vocational - In students in step 5, you should select this check box.*

   Note for home schools: *If you are the home school, do not select this check box. If you do, any Contract Vocational - In students in your file will generate an error, and you will not be able to upload the file.*
7. Optional: If you want to include JVS students in the export, select the **JVS** check box.
8. Optional: If you want to include JVS home school information on the export, select the **Include JVS home school information** check box.

   Note for non-home schools: *If you are not the resident district, you want the home school to receive the information and you selected to include JVS students in step 7, you should select this check box.*

   Note for home schools: *If you are the home school, do not select this check box. If you do, any JVS students in your file will generate an error, and you will not be able to upload the file.*

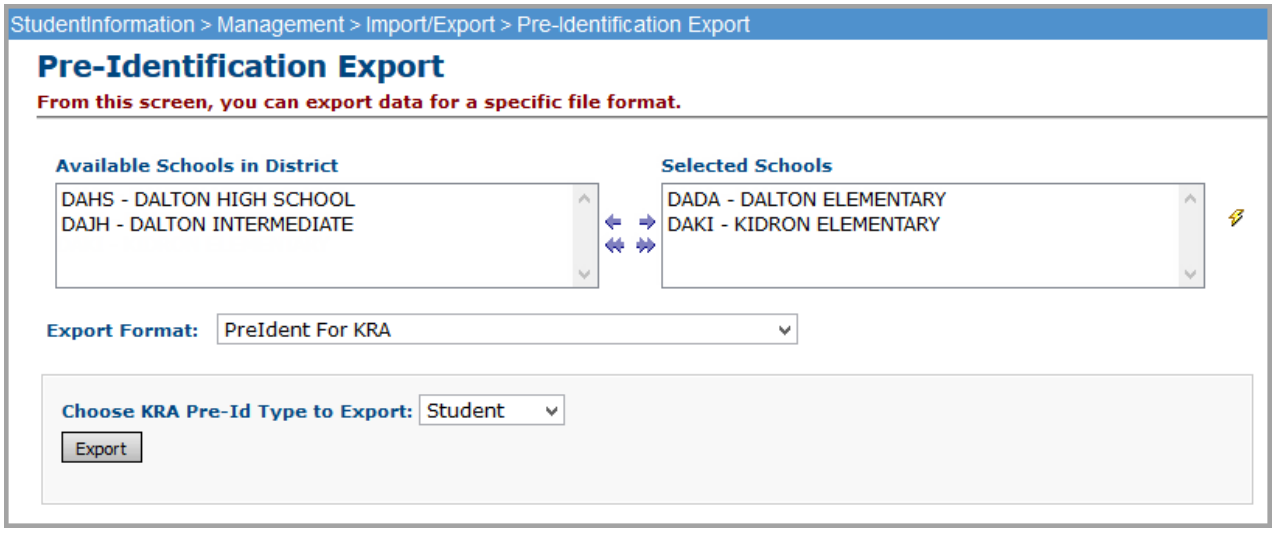
   Note: *The **Return only these students** feature is not currently functional.*
9. Click **Export**, and save the file.

PreIdent for KRA

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export – PreIdent For KRA dropdown

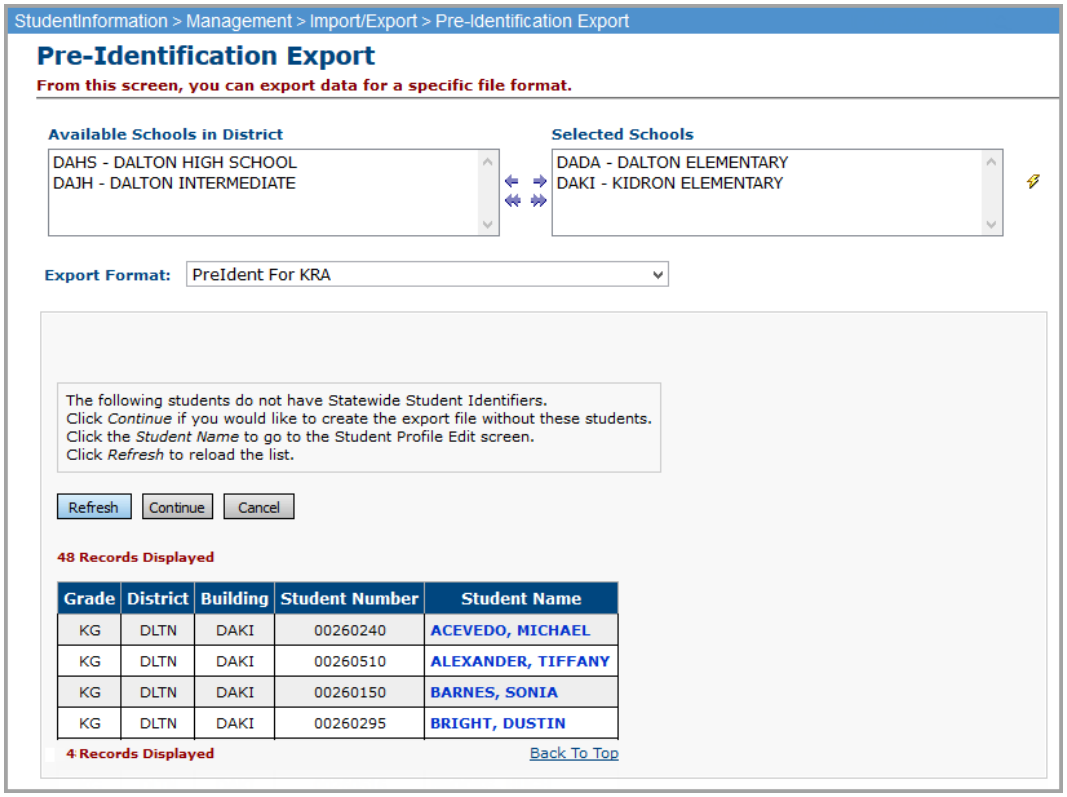
You can only run this export at the district level. Only students with state student IDs (SSIDs) are included in the export files. The files are in .csv format and contain the following information:

- Student export – Kindergarten students
- Teacher export – Teachers with students in their kindergarten reading course (EMIS subject code of 050102 Reading K-3) or kindergarten language arts course (EMIS subject code of 050152 Integrated English Language Arts K-3)
- Enrollment export – Students assigned to a kindergarten reading course (EMIS subject code of 050102 Reading K-3) or kindergarten language arts course (EMIS subject code of 050152 Integrated English Language Arts K-3), along with their teacher information


StudentInformation > Management > Import/Export > Pre-Identification Export
Pre-Identification Export
From this screen, you can export data for a specific file format.
Available Schools in District
DAHS - DALTON HIGH SCHOOL
DAJH - DALTON INTERMEDIATE
Selected Schools
DADA - DALTON ELEMENTARY
DAKI - KIDRON ELEMENTARY
Export Format:
PreIdent For KRA
Choose KRA Pre-Id Type to Export:
Student
Export

1. At the top of the screen, select the school(s) to include in the export by moving them from the **Available Schools in District** multi-select list to the **Selected Schools** list. A single export file (for each type selected of "Student," "Teacher" and "Enrollment") will contain data for all selected schools.
2. In the **Export Format** drop-down list, select "PreIdent For KRA."
3. In the **Choose KRA Pre-ID Type to Export** drop-down list, select "Student."
4. Click **Export**.

   If any kindergarten student does not have a state student ID (SSID), the student displays in a grid.



5. Optional: To add a missing SSID for a student so the student is included in the export:
    a. Click the student's name.
    b. On the **Edit Student Profile** screen **FS-Standing** tab, in the **State Student ID (SSID)** field, enter the student's SSID.
    c. Click **Save**.
    d. On the **Pre-Identification Export** screen, click **Refresh**.

       The student name no longer displays in the list, and the student will now be included in the export.
    e. Repeat step *5* as needed to include all students in the export.
6. If any student displayed in the grid, click **Continue**.

   Note: *Any students remaining in the grid are excluded from the export file.*
7. Save the .csv file.
8. If any student displayed in the grid, click **Cancel** to return to the main view.
9. In the **Choose KRA Pre-ID Type to Export** drop-down list, select "Teacher."
10. Repeat steps *4* through *8* to create and save the teacher export file.
11. In the **Choose KRA Pre-ID Type to Export** drop-down list, select "Enrollment."
12. Repeat steps *4* through *8* to create and save the enrollment export file.

PreIdent for Science and Social Studies

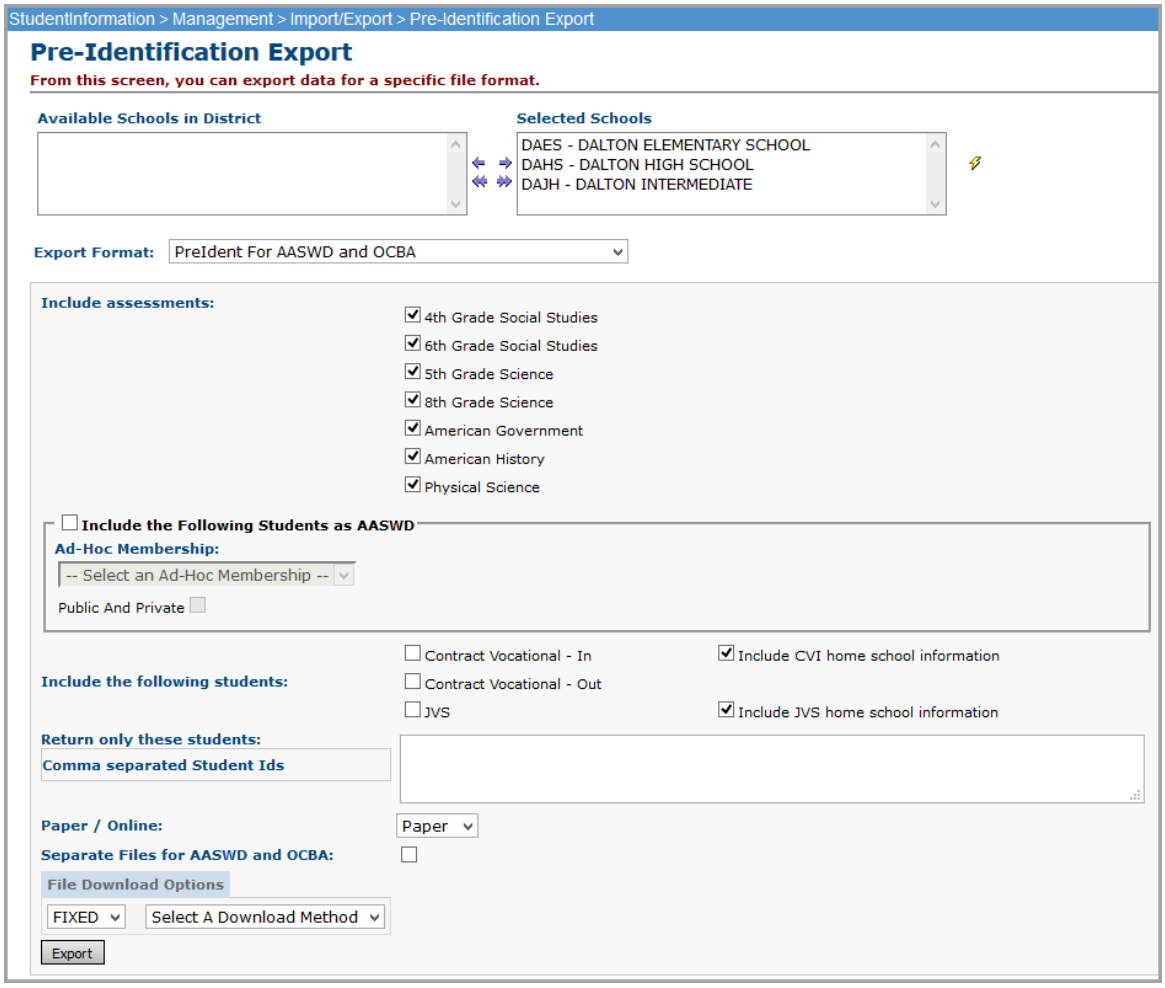
Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export – PreIdent For AASWD and OCBA dropdown

This pre-identification export is for the following science and social studies assessments:

- Ohio Computer Based Assessments (OCBA) in Science and Social Studies
- Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD/AASWD)

You can only run this export at the district level. You can choose to create a single export file containing students for both assessments, or you can create separate files for each assessment. The export files are in .txt (or "fixed") format and only include students with state student IDs (SSIDs).

> ***Note:*** *If you have students who will take the alternate assessment, you need to create an ad-hoc membership for them prior to running this export. (For more information on ad-hoc groups, see ProgressBook StudentInformation Getting Started Guide.)*



1. At the top of the screen, select the school(s) to include in the export by moving them from the **Available Schools in District** multi-select list to the **Selected Schools** list. A single export file will contain data for all selected schools.
2. In the **Export Format** drop-down list, select "PreIdent For AASWD and OCBA."
3. In the **Include assessments** option, select the check box beside each grade level/subject to include in the export file.

   Note: *Both regular and accelerated students are included in the grade-specific options.*
4. Optional: If you have students who will take the alternate assessment:
   a. Select the **Include the Following Students as AASWD** check box.
   b. In the **Ad-Hoc Membership** drop-down list, select the ad-hoc membership containing these students. This will update the testing value to Alternate for these students.
   c. Optional: To make both public and private memberships display in the list, select the **Public And Private** check box.
5. Optional: In the **Include the following students** option, select any of the following options to include students with these conditions:
   - **Contract Vocational - In** – students who are non-residents of your district attending as a contract vocational student
   - **Contract Vocational - Out** – students who are residents of your district attending another district as a contract vocational student

     Note: *If your district is testing these students and you want to receive the results, you should include these students in your file.*
6. Optional: If you want to include contract vocational home school information on the export, select the **Include CVI home school information** check box.

   Note for non-home schools: *If you are not the resident district, you want the home school to receive the information and you selected to include Contract Vocational - In students, you should select this check box.*

   Note for home schools: *If you are the home school, do not select this check box. If you do, any Contract Vocational - In students in your file will generate an error, and you will not be able to upload the file.*
7. Optional: If you want to include JVS students in the export, select the **JVS** check box.
8. Optional: If you want to include JVS home school information on the export, select the **Include JVS home school information** check box.

   Note for non-home schools: *If you are not the resident district, you want the home school to receive the information and you selected to include JVS students, you should select this check box.*

Note for home schools: *If you are the home school, do not select this check box. If you do, any JVS students in your file will generate an error, and you will not be able to upload the file.*

9. Optional: To include only specific students in the export file, in the **Return only these students** field, enter the student IDs separated by commas.

   Note: *When using this option, you still need to select the appropriate* ***Include assessments*** *grade/subject check boxes, or the students will not be included in the file.*

10. In the **Paper / Online** drop-down list, if students will take these assessments in paper booklet form, select "Paper." If students are taking these assessments online, select "Online."

11. Optional: If you want to create separate export files for regular and alternate assessments, select the **Separate Files for AASWD and OCBA** check box.

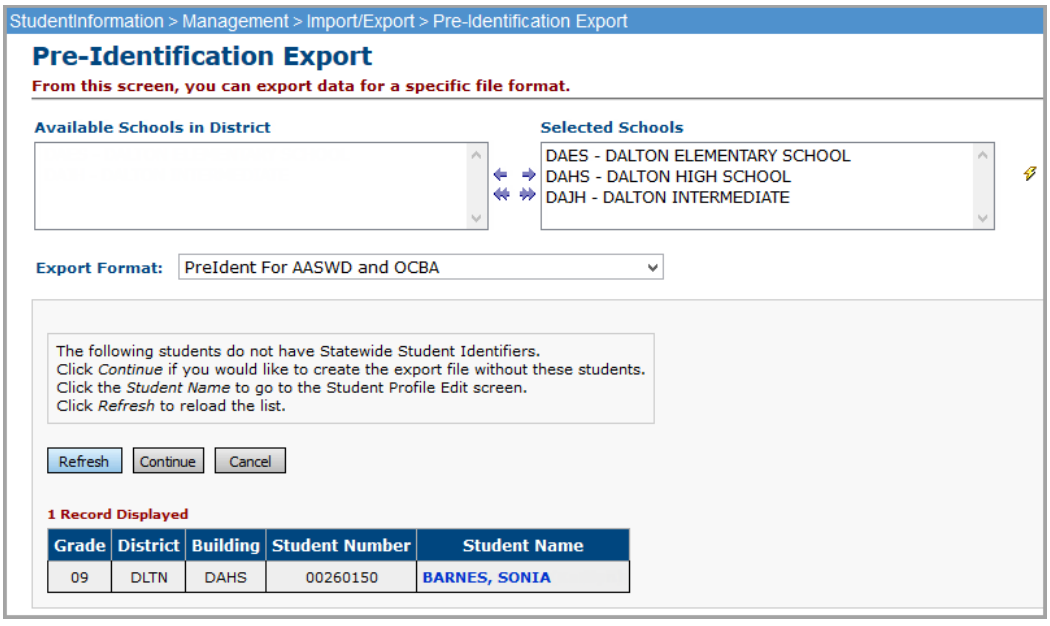
12. In the **File Download Options** section, select a download method.

    Note: *There is only one file type option, which is .txt or "FIXED."*

13. Click **Export**.

    If all students have a state student ID (SSID), the file download begins.

    Note: *If any student does not have an ID, the student displays in a grid. You can access the student's profile from the grid and add the ID. If you do not, the student will be excluded from the export.*



14. Optional: To add a missing SSID for a student so the student is included in the export:
    a. Click the student's name.
    b. On the **Edit Student Profile** screen **FS-Standing** tab, in the **State Student ID (SSID)** field, enter the student's SSID.
    c. Click **Save**.
    d. On the **Pre-Identification Export** screen, click **Refresh**.

       The student name no longer displays in the list, and the student will now be included in the export.
    e. Repeat as needed to include all students in the export.
15. If any student displayed in the grid, click **Continue**.

    Note: *Any students remaining in the grid are excluded from the export file.*
16. Save the export file(s).

Photo Export

Navigation: Home – Management – Import/Export – Photo Export

Several photo exports are available in StudentInformation. These photo exports are used by the photo companies to generate student photos on CD.

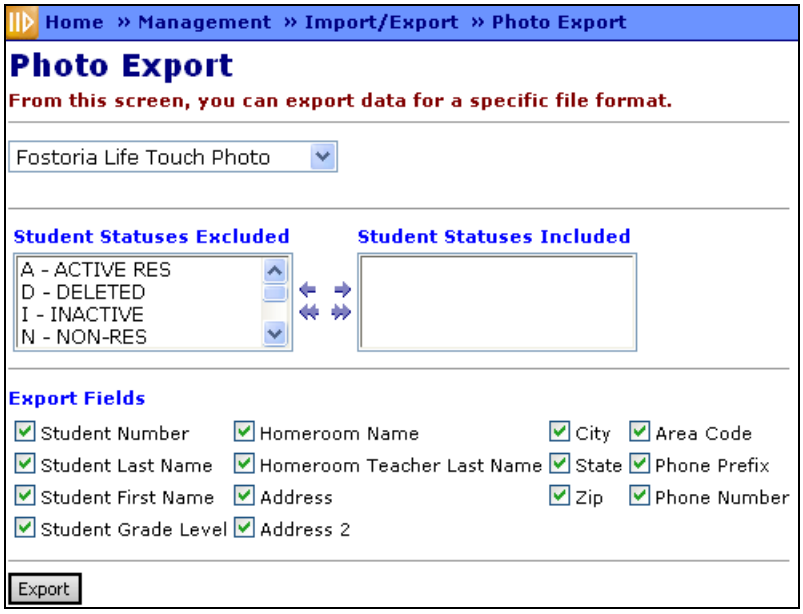
Home » Management » Import/Export » Photo Export
Photo Export
From this screen, you can export data for a specific file format.
-- Select an Export Format --
-- Select an Export Format --
Fostoria Life Touch Photo
Lange Photo
Lima Life Touch Photo

Note: *StudentInformation State Support recommends using SIS Student Search in place of the Photo Exports to get the needed data out of StudentInformation.*

Fostoria Life Touch Photo Export

Navigation: Home – Management – Import/Export – Photo Export – Fostoria Life Touch Photo

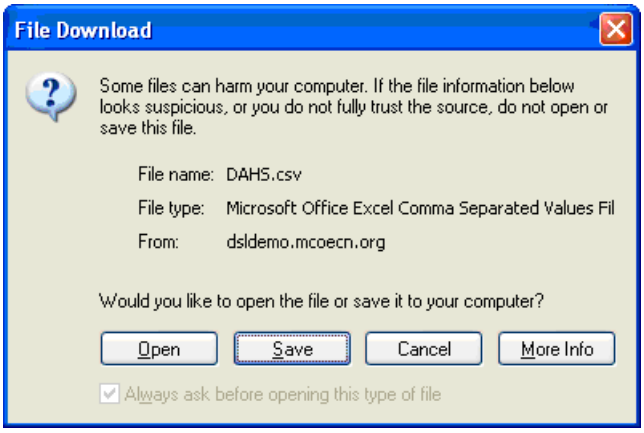
The Fostoria Life Touch Photo Export is shown in the following figures. They use this export file to generate bar codes for the schools and produce a CD containing the student pictures and associated student information.



Student Statuses Excluded / Student Statuses Included (required) – Choose the Student Statuses to be included or excluded in the Export.

Export Fields – The Export Fields will be defaulted, uncheck those fields that you do not want to export.

Export – Execute the Export process.


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: DAHS.csv
File type: Microsoft Office Excel Comma Separated Values Fil
From: dsldemo.mcoecn.org
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

Save – Save this file to your hard drive or network drive

This file is comma delimited, left justified, with spaces as padding characters. Fields included in the export are the following:

- Student ID
- Student Last Name
- Student First/Given Name
- Student Grade
- Student Homeroom
- Homeroom Teacher Last Name
- Student Address 1
- Student Address 2
- Student City
- Student State
- Student Zip Code
- Student Area Code
- Student Phone 1
- Student Phone 2

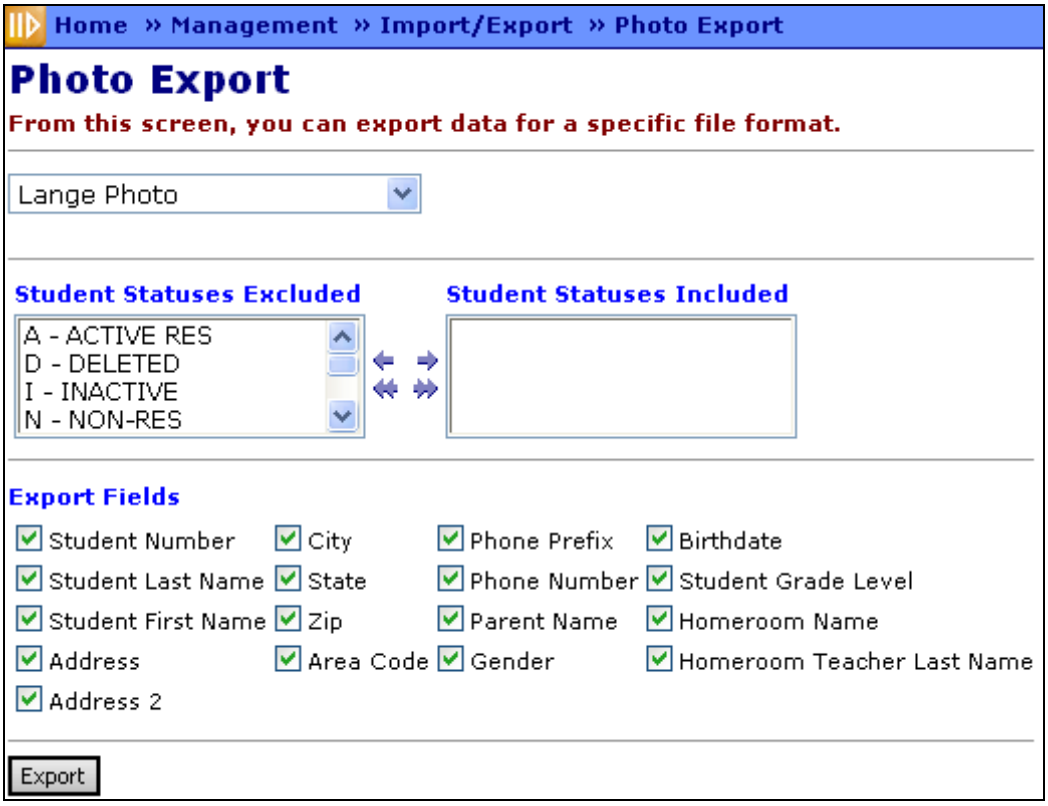
The following figure shows an example of the Fostoria Life Touch Photo Export file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	48652258	Banana	Hannah	11			2117 Cherry Street		Lima	OH	45804			
2	7001	CONTRAR	JASON W	9			90 ELM STREET		LIMA	OH	45801			
3	48652281	Contrary	Jesse	10			645 S. Main		Lima	OH	45804			
4	5001	CONTRAR	MARY M.	11			90 ELM STREET		LIMA	OH	45801	419	228	7417
5	6001	EYE	CORY RO	10			12 NORTH ST		LIMA	OH	45801			
6	4001	EYE	MAGNUM	12			122 NORTH ST		LIMA	OH	45801	555	111	2222
7	122445	EYE	PRIVA	11			123 SECRET AVE		LIMA	OH	45804	419	222	8888
8	4002	FONT	ELLA JAN	12	A110	LAYMAN	345 N FRONT ST		LIMA	OH	45801			
9	6002	FONT	MICHELLE	10			345 N FRONT ST		LIMA	OH	45801			
10	4003	JOHNSON	GEORGE	12	A110	LAYMAN	597 STATE STREET		LIMA	OH	45801			
11	6003	JONES	WHITNEY	10			702 BRISTOL		LIMA	OH	45801			
12	1224	LEE	HARPER	9			23 MOCKINGBIRD LA		LIMA	OH	45804	419	345	2345
13	6004	LINE	TROY AAF	10			665 SUGAR STREET		LIMA	OH	45801			
14	6005	MAY	DAISY LEI	10			600 BLOOM DRIVE		LIMA	OH	45801			
15	5002	PERRY	MICHAEL	11			776 BROADWAY BL		LIMA	OH	45801			
16	7002	PERRY	RICHARD	9	A106	CASTLE	775 BROADWAY BL		LIMA	OH	45801			
17	5003	POTTS	IAN MICHA	11			7632 BLENDON PLA		LIMA	OH	45801			
18	4004	POTTS	JORDAN D	12	A110	LAYMAN	7632 BLENDON PLA		LIMA	OH	45801			
19	7003	RING	NICOLE S	9			9065 BLISS RD		LIMA	OH	45801			
20	7004	SARGENT	LEANN JE	9	A106	CASTLE	123 Bigtop Street		LIMA	OH	45801	419	555	9876
21	4008	SAWYER	THOMAS	11			89 MISSIS	SUITE 100	LIMA	OH	45804	419	228	7429
22	5004	SPRAT	JACK JOS	11			890 BACON TRAIL		LIMA	OH	45801	419	228	7417
23	4005	WELLS	JOBETH	12			843 NORTHWALD DR		LIMA	OH	45801			
24	5005	WELLS	JONA REN	11			843 NORTHWALD DR		LIMA	OH	45801			
25	7005	WILLIAMS	RYAN SE	9			881 THAYER ROAD		LIMA	OH	45801			

Lange Photo Export

Navigation: Home – Management – Import/Export – Photo Export – Lange Photo

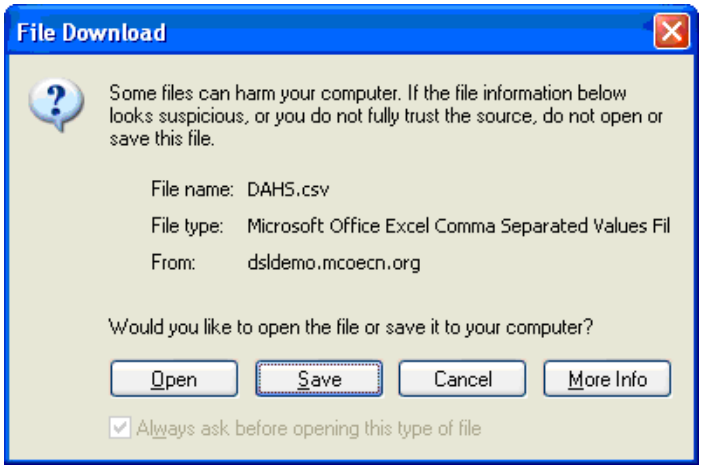
The Lange Photo Export is shown in the following figures. They use this export file to generate bar codes for the schools and then produce a CD containing the student pictures and associated student information.



Student Statuses Excluded / Student Statuses Included (required) – Choose the Student Statuses to be included or excluded in the Export.

Export Fields – The Export Fields will be defaulted, uncheck those fields that you do not want to export.

Export– Execute Export process.

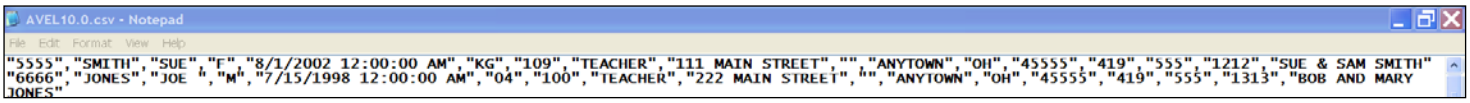

File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: DAHS.csv
File type: Microsoft Office Excel Comma Separated Values Fil
From: dsldemo.mcoecn.org
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

Save – Save this file to your hard drive or network drive

This file is comma-delimited and left justified. The following fields are included in the export:

- Student ID
- Student Last Name
- Student First/Given Name
- Student Gender
- Student Birthdate
- Student Grade
- Student Homeroom
- Homeroom Teacher Last Name
- Student Address 1
- Student Address 2
- Student City
- Student State
- Student Zip Code
- Student Area Code
- Student Phone 1
- Student Phone 2
- Student Parent

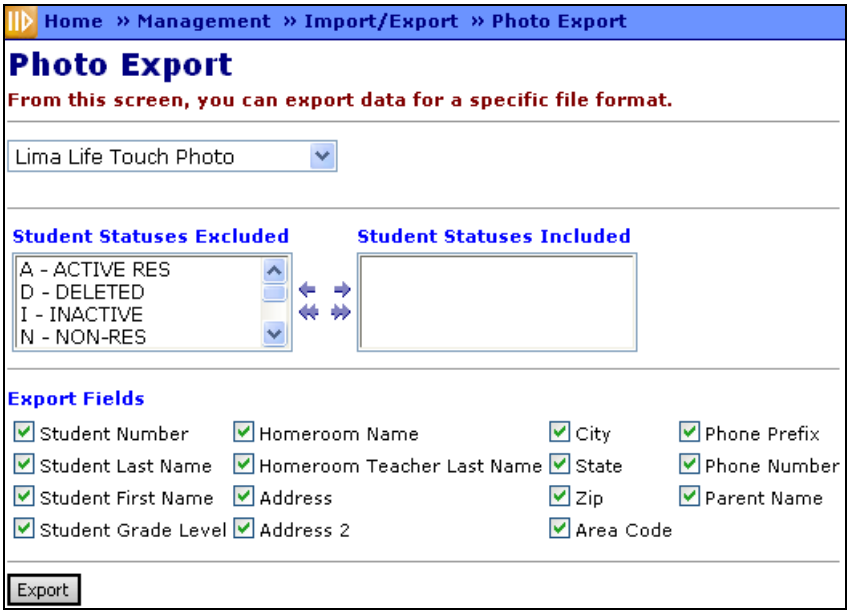
The following figure shows an example of the Lange Photo Export file.


AVEL10.0.csv - Notepad
File Edit Format View Help
"5555","SMITH","SUE","F","8/1/2002 12:00:00 AM","KG","109","TEACHER","111 MAIN STREET","","ANYTOWN","OH","45555","419","555","1212","SUE & SAM SMITH"
"6666","JONES","JOE ","M","7/15/1998 12:00:00 AM","04","100","TEACHER","222 MAIN STREET","","ANYTOWN","OH","45555","419","555","1313","BOB AND MARY JONES"

Lima Life Touch Photo Export

Navigation: Home – Management – Import/Export – Photo Export – Lima Life Touch Photo

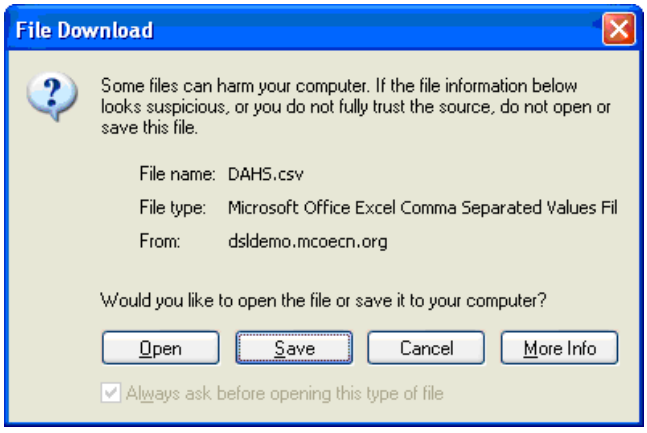
The Lima Life Touch Photo Export is shown in the following figure. They use this export file to generate bar codes for the schools and then produce a CD containing the student pictures and associated student information.



Student Statuses Excluded / Student Statuses Included (required) – Choose the Student Statuses to be included or excluded in the Export.

Export Fields – The Export Fields will be defaulted, uncheck those fields that you do not want to export.

Export – Execute the Export process.

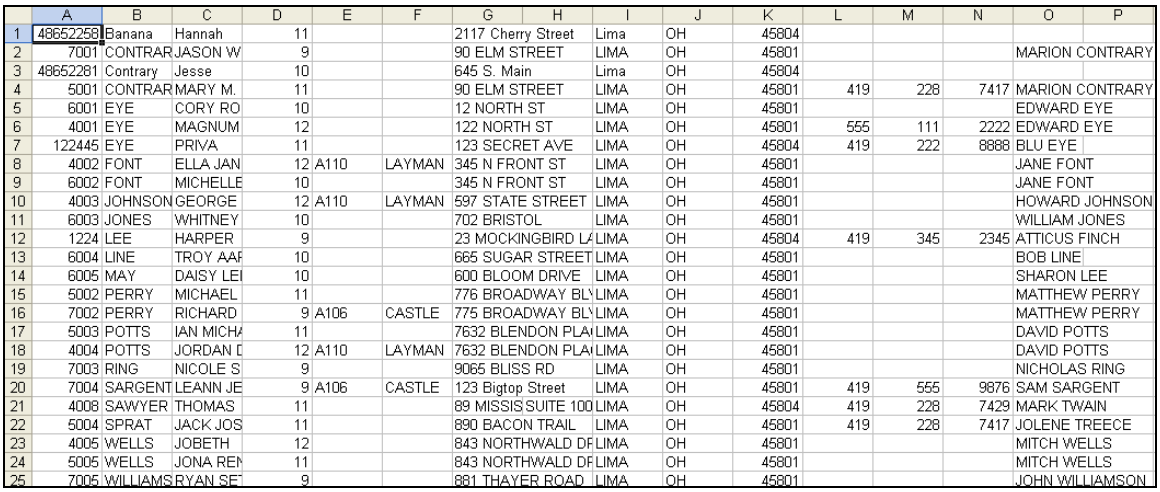

File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: DAHS.csv
File type: Microsoft Office Excel Comma Separated Values Fil
From: dsldemo.mcoecn.org
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

Save – Save this file to your hard drive or network drive.

This file is comma delimited, left justified, with spaces as padding characters. Fields included in the export are the following:

- Student ID
- Student Last Name
- Student First/Given Name
- Student Grade
- Student Homeroom
- Homeroom Teacher Last Name
- Student Address 1
- Student Address 2
- Student City
- Student State
- Student Zip Code
- Student Area Code
- Student Phone 1
- Student Phone 2
- Student Parent Name

The following figure shows an example of the Lima Life Touch Photo Export file.

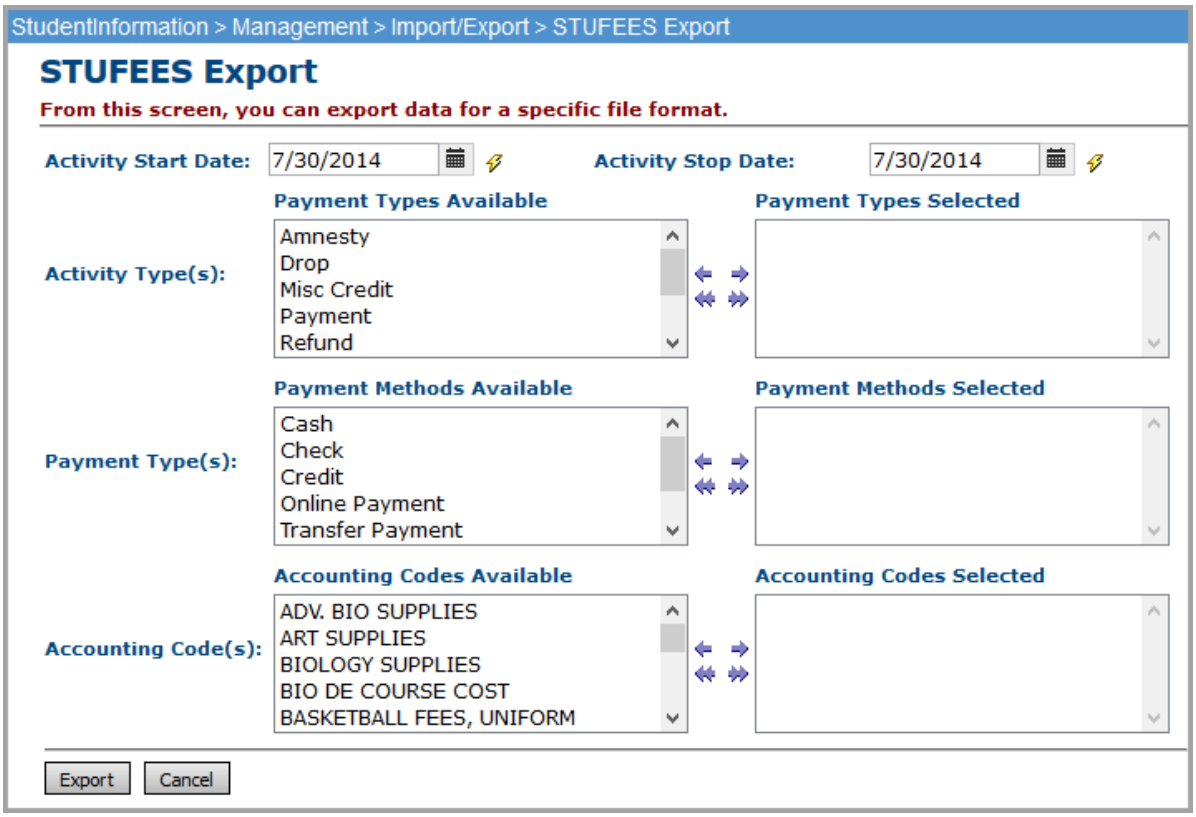


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	48652258	Banana	Hannah	11			2117 Cherry Street		Lima	OH	45804					
2	7001	CONTRAR	JASON W	9			90 ELM STREET		LIMA	OH	45801				MARION CONTRARY	
3	48652281	Contrary	Jesse	10			645 S. Main		Lima	OH	45804					
4	5001	CONTRAR	MARY M.	11			90 ELM STREET		LIMA	OH	45801	419	228	7417	MARION CONTRARY	
5	6001	EYE	CORY RO	10			12 NORTH ST		LIMA	OH	45801				EDWARD EYE	
6	4001	EYE	MAGNUM	12			122 NORTH ST		LIMA	OH	45801	555	111	2222	EDWARD EYE	
7	122445	EYE	PRIVA	11			123 SECRET AVE		LIMA	OH	45804	419	222	8888	BLU EYE	
8	4002	FONT	ELLA JAN	12	A110	LAYMAN	345 N FRONT ST		LIMA	OH	45801				JANE FONT	
9	6002	FONT	MICHELLE	10			345 N FRONT ST		LIMA	OH	45801				JANE FONT	
10	4003	JOHNSON	GEORGE	12	A110	LAYMAN	597 STATE STREET		LIMA	OH	45801				HOWARD JOHNSON	
11	6003	JONES	WHITNEY	10			702 BRISTOL		LIMA	OH	45801				WILLIAM JONES	
12	1224	LEE	HARPER	9			23 MOCKINGBIRD LA		LIMA	OH	45804	419	345	2345	ATTICUS FINCH	
13	6004	LINE	TROY AAF	10			665 SUGAR STREET		LIMA	OH	45801				BOB LINE	
14	6005	MAY	DAISY LEI	10			600 BLOOM DRIVE		LIMA	OH	45801				SHARON LEE	
15	5002	PERRY	MICHAEL	11			776 BROADWAY BL		LIMA	OH	45801				MATTHEW PERRY	
16	7002	PERRY	RICHARD	9	A106	CASTLE	775 BROADWAY BL		LIMA	OH	45801				MATTHEW PERRY	
17	5003	POTTS	IAN MICHA	11			7632 BLENDON PLA		LIMA	OH	45801				DAVID POTTS	
18	4004	POTTS	JORDAN D	12	A110	LAYMAN	7632 BLENDON PLA		LIMA	OH	45801				DAVID POTTS	
19	7003	RING	NICOLE S	9			9065 BLISS RD		LIMA	OH	45801				NICHOLAS RING	
20	7004	SARGENT	LEANN JE	9	A106	CASTLE	123 Bigtop Street		LIMA	OH	45801	419	555	9876	SAM SARGENT	
21	4008	SAWYER	THOMAS	11			89 MISSIS	SUITE 100	LIMA	OH	45804	419	228	7429	MARK TWAIN	
22	5004	SPRAT	JACK JOS	11			890 BACON TRAIL		LIMA	OH	45801	419	228	7417	JOLENE TREECE	
23	4005	WELLS	JOBETH	12			843 NORTHWALD DF		LIMA	OH	45801				MITCH WELLS	
24	5005	WELLS	JONA REN	11			843 NORTHWALD DF		LIMA	OH	45801				MITCH WELLS	
25	7005	WILLIAMS	RYAN SE	9			881 THAYER ROAD		LIMA	OH	45801				JOHN WILLIAMSON	

STUFEES Export

Navigation: Home – Management – Import/Export – STUFEES Export

The STUFEES Export is shown in the following figure. This export can be used to export student fees data for a specific file format.



Activity Start Date (required) – Select the activity start date for the export process.

Activity Stop Date (required) – Select the activity stop date for the export process.

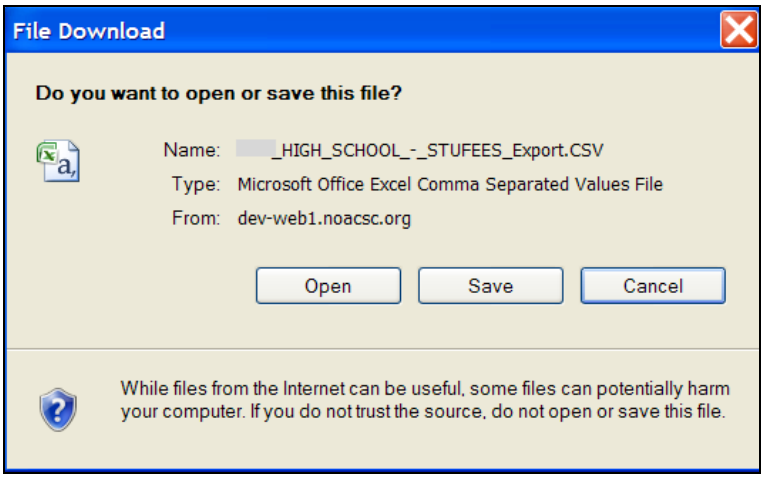
Activity Type(s) (optional) – Select available activity types to be included in the export process.

Payment Type(s) (optional) – Select available payment types to be included in the export process.

Accounting Code(s) (optional) – Select available accounting codes to be included in the export process. Please Note that these are the actual Allocation Codes as defined in Accounting Codes Maintenance, not the Accounting Codes.

Export – Execute the export process.

Cancel – Cancel the export process.

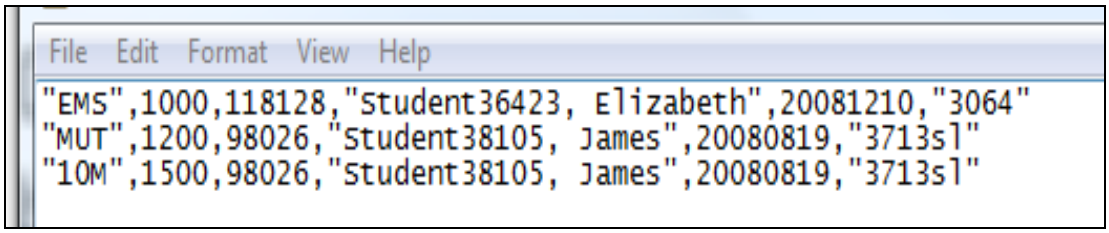

File Download
Do you want to open or save this file?
Name: _HIGH_SCHOOL_-_STUFEES_Export.CSV
Type: Microsoft Office Excel Comma Separated Values File
From: dev-web1.noacsc.org
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Save – Save this file to your hard drive or network drive

The file format is CSV (Comma Separated Values). The file layout is as follows:

- Accounting Code (enclosed in quotes) – Please note that the Accounting Code can be defined as up to 8 characters in Accounting Code Maintenance. However, the USAS STUFEES Import only accepts 6 character Accounting Codes. If you are using the StudentInformation STUFEES Export with the USAS STUFEES Import, you will want to change your Accounting Codes to a maximum of 6 characters in Accounting Code Maintenance.
- Amount
- Student Number
- Student Name (enclosed in quotes)
- Date – YYYYMMDD format
- Comments (enclosed in quotes)

The following figure shows an example of the STUFEES Export file.



AIR Export

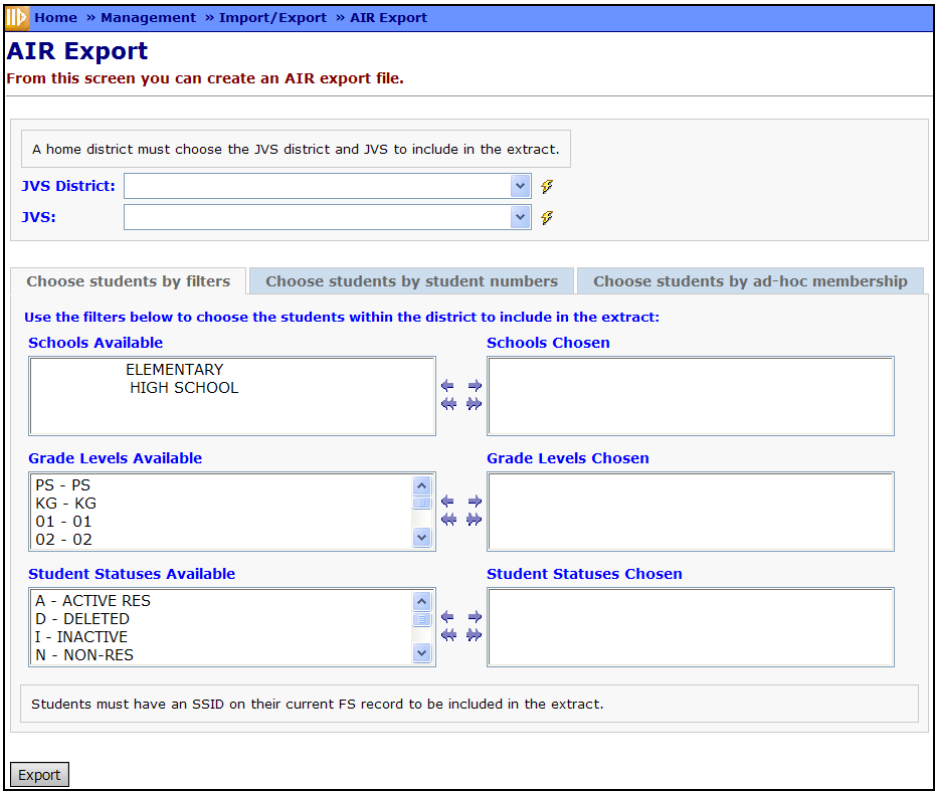
Navigation: Home – Management – Import/Export – AIR Export

On August 22, 2007, a memorandum was sent by the Office of Career Technical and Adult Education stating the following: "The Ohio Department of Education is aware that JVSD's must obtain OGT score data on incoming students as early as possible…ODE's vendor for the OGT now has a provision to allow the American Institutes for Research (AIR) to share student OGT scores directly with JVSDs for students enrolled in a JVSD when permission is granted to share such data.. The process being developed requires written permission from the parent/guardian (or student if older than age 18)." An extraction is available in StudentInformation to provide this file to the JVSD for submission to AIR.

The AIR Export is processed at the district level. However, the AIR Export functions differently if the school in context is a JVSD versus a home school district.

AIR Export – Home School District in Context

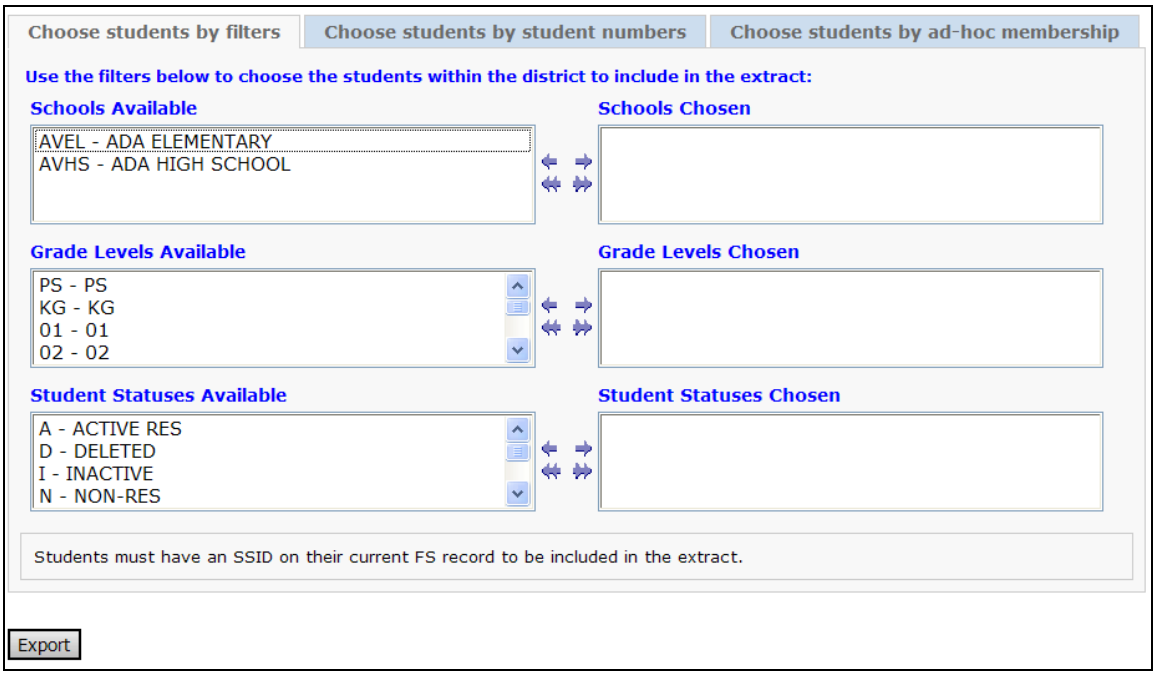
Navigation: Home – Management – Import/Export – AIR Export (Home School District in context)


Home » Management » Import/Export » AIR Export
AIR Export
From this screen you can create an AIR export file.
A home district must choose the JVS district and JVS to include in the extract.
JVS District:
JVS:
Choose students by filters
Choose students by student numbers
Choose students by ad-hoc membership
Use the filters below to choose the students within the district to include in the extract:
Schools Available
ELEMENTARY
HIGH SCHOOL
Schools Chosen
Grade Levels Available
PS - PS
KG - KG
01 - 01
02 - 02
Grade Levels Chosen
Student Statuses Available
A - ACTIVE RES
D - DELETED
I - INACTIVE
N - NON-RES
Student Statuses Chosen
Students must have an SSID on their current FS record to be included in the extract.
Export

JVS District (required) – If the school in context is not a JVSD, a district IRN value for the JVS must be entered or selected from the dropdown list. If the file is being created by the home school because the students are not yet enrolled in the JVS, the home district will need to create a separate file for each JVS building students will be attending in the upcoming school year.

JVS (required) –If the school in context is not a JVSD, a building IRN value for the JVS must be entered or selected from the dropdown list. The dropdown will list all JVS school IRNs associated with the selected JVS District IRN.

Choose students by filters


Choose students by filters
Choose students by student numbers
Choose students by ad-hoc membership
Use the filters below to choose the students within the district to include in the extract:
Schools Available
AVEL - ADA ELEMENTARY
AVHS - ADA HIGH SCHOOL
Schools Chosen
Grade Levels Available
PS - PS
KG - KG
01 - 01
02 - 02
Grade Levels Chosen
Student Statuses Available
A - ACTIVE RES
D - DELETED
I - INACTIVE
N - NON-RES
Student Statuses Chosen
Students must have an SSID on their current FS record to be included in the extract.
Export

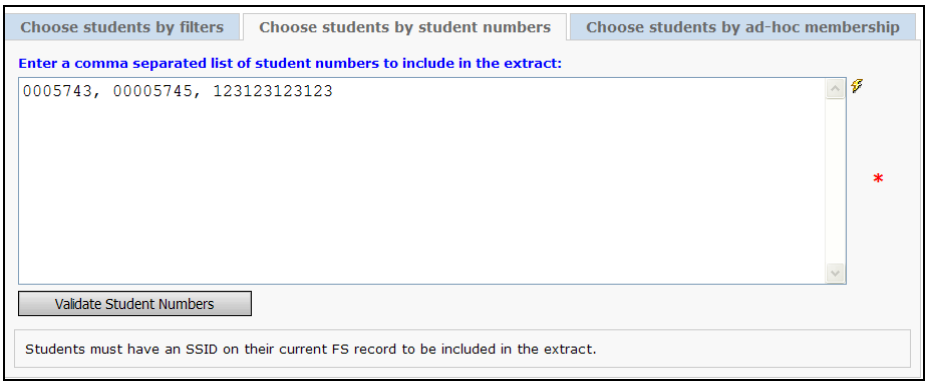
Schools Available (optional) – Move one or more schools from the Schools Available select box to the Schools Chosen select box. If no schools are moved to the Schools Chosen select box, all schools will be selected.

Grade Levels Available (optional) – Move one or more grade levels from the Grade Levels Available select box to the Grade Levels Chosen select box. If no grade levels are moved to the Grade Levels Chosen select box, all grade levels will be selected.

Student Statuses Available (optional) – Move one or more student statuses from the Student Statuses Available select box to the Student Statuses Chosen select box. If no student statuses are moved to the Student Statuses Chosen select box, all student statuses will be selected.

IMPORTANT: Students must have an SSID on their current FS record to be included in the extract.

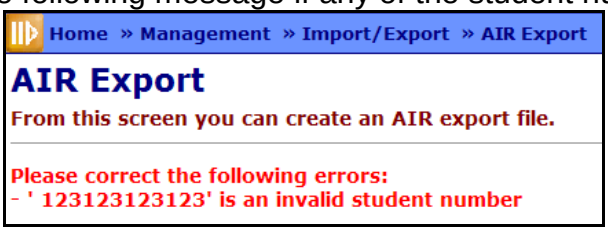
Choose students by student numbers


Choose students by filters
Choose students by student numbers
Choose students by ad-hoc membership
Enter a comma separated list of student numbers to include in the extract:
0005743, 00005745, 123123123123
Validate Student Numbers
Students must have an SSID on their current FS record to be included in the extract.

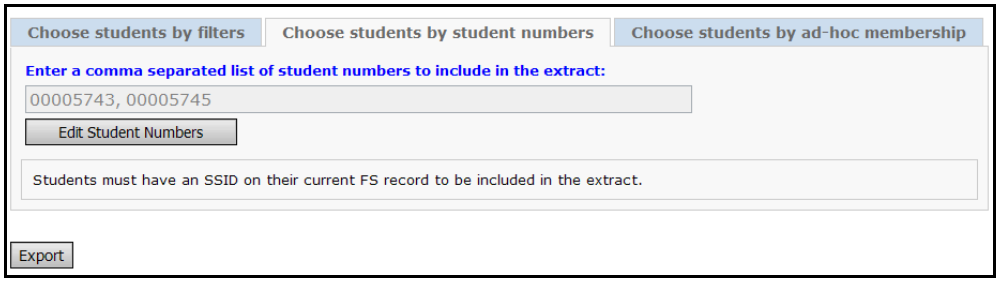
Enter a comma separated list of student numbers to include in the extract (required) – as in the example above, enter student numbers separated by a comma.

Click **Validate Student Numbers**.

You will receive the following message if any of the student numbers are invalid.


Home » Management » Import/Export » AIR Export
AIR Export
From this screen you can create an AIR export file.
Please correct the following errors:
- ' 123123123123' is an invalid student number

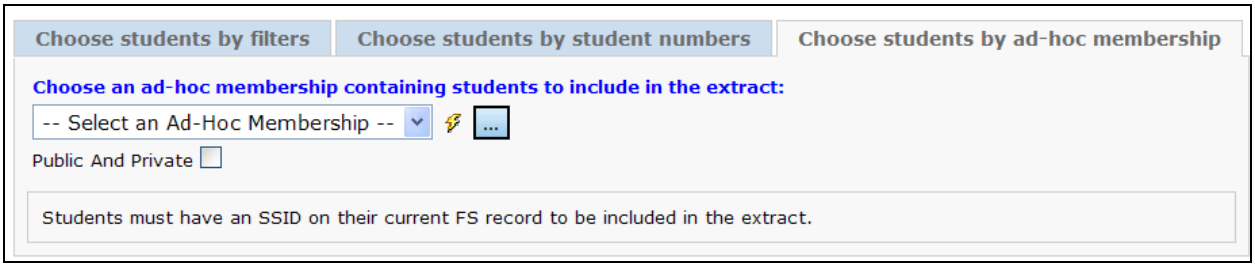
If the student numbers are valid, you will receive validation as follows.


Choose students by filters
Choose students by student numbers
Choose students by ad-hoc membership
Enter a comma separated list of student numbers to include in the extract:
00005743, 00005745
Edit Student Numbers
Students must have an SSID on their current FS record to be included in the extract.
Export

Click **Edit Student Numbers** to further edit the student numbers before Export.

IMPORTANT: Students must have an SSID on their current FS record to be included in the extract.

Choose students by ad-hoc membership


Choose students by filters
Choose students by student numbers
Choose students by ad-hoc membership
Choose an ad-hoc membership containing students to include in the extract:
-- Select an Ad-Hoc Membership --
Public And Private
Students must have an SSID on their current FS record to be included in the extract.

If the students have not been enrolled at the JVSD yet for the future school year, the home school can create a file using an ad-hoc membership group including students who are planning on attending the JVS in the next school year. The file would then be sent to the JVS staff for submission to AIR.

Ad-Hoc Membership (required) – Specify an Ad-Hoc Membership Group to limit the report to the students in this group. All other selection criteria will be ignored.

Click to create a new ad-hoc membership. You will be taken to the Ad Hoc Memberships where you can create a new ad-hoc membership and return to the Air Export – Choose students by ad-hoc membership tab.

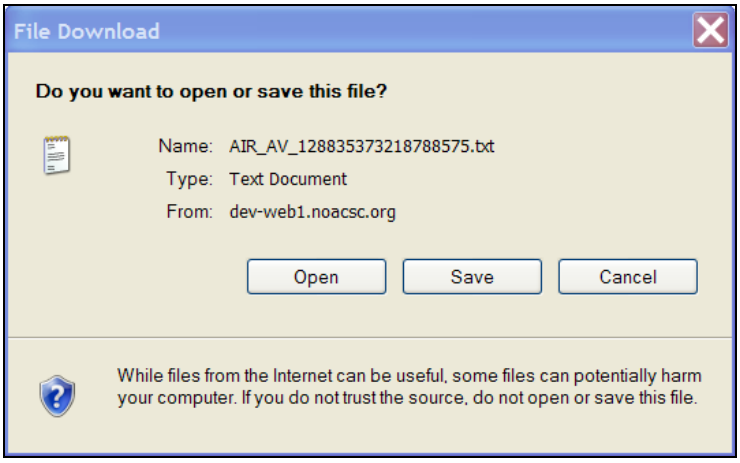
Check **Public and** to see Memberships created by other users in your drop-down list.

IMPORTANT: Students must have an SSID on their current FS record to be included in the extract.

Export

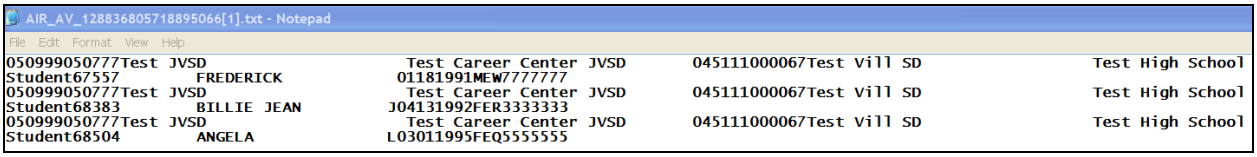
Export – Execute the export process with the filters selected.

Cancel – Cancel the export process.


File Download
Do you want to open or save this file?
Name: AIR_AV_128835373218788575.txt
Type: Text Document
From: dev-web1.noacsc.org
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Save – Save this file to your hard drive or network drive.

The following figure shows an example of the AIR Export file when a home school district is in context.


AIR_AV_128836805718895066[1].txt - Notepad
File Edit Format View Help
050999050777Test JVSD Test Career Center JVSD 045111000067Test Vill SD Test High School
Student67557 FREDERICK 01181991MEW7777777
050999050777Test JVSD Test Career Center JVSD 045111000067Test Vill SD Test High School
Student68383 BILLIE JEAN J04131992FER3333333
050999050777Test JVSD Test Career Center JVSD 045111000067Test Vill SD Test High School
Student68504 ANGELA L03011995FEQ5555555

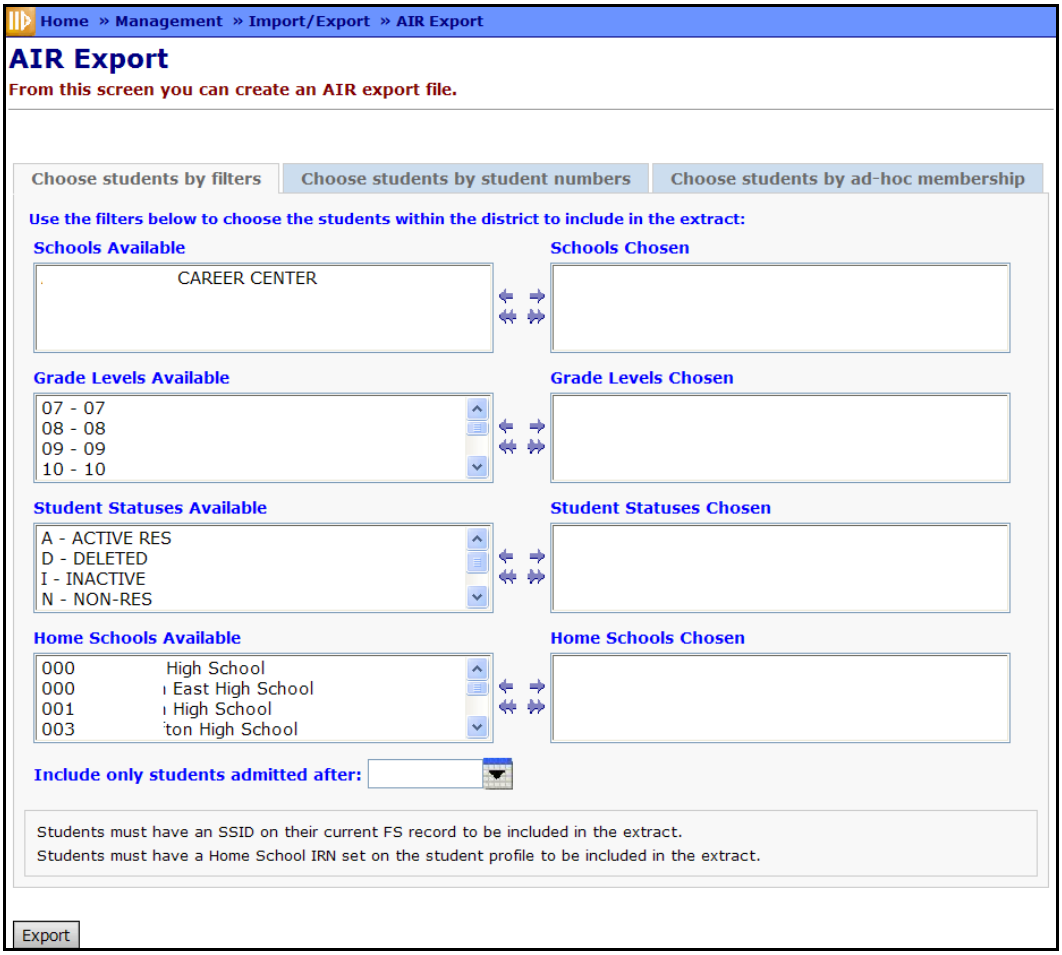
The file is a fixed length file. The following is the file layout for the extraction file:

OHIO TEST Record Description for Student Data Files				
Start Position	**End Position**	**Field Length**	**Field Name**	**Comments/Description**
1	6	6	JVSD IRN	Required field. Six-digit district IRN; contains only numeric values (0-9). Enter the IRN of the JVSD. Use the value specified in the JVS District IRN prompt selected on the requesting page.
7	12	6	JVS School IRN	Required field. Six-digit School IRN; contains only numeric values (0-9). Enter the IRN of the joint vocational school. Use the building IRN specified in the JVS school building selected on the requesting page.
13	42	30	JVSD Name	Optional field. Alpha/numeric. Must correspond to JVSD IRN. Use the name associated with the District JVS IRN selected on the requesting page.
43	72	30	JV School Name	Optional field. Alpha/numeric. Must correspond to JV School IRN. Use the name associated with the JVS school IRN selected on the requesting page.
73	78	6	Home District IRN	Required field. Six-digit District IRN; contains only numeric values (0-9). Enter the IRN of the school where the student was last tested for the OGT. Use the district IRN of the current district in context.
79	84	6	Home School IRN	Required field. Size-digit school IRN; contains only numeric values (0-9). Enter the IRN of the school where the student was last tested for the OGT. Use the value of the Attending IRN specified on the latest FS record for the student in the district in context.
85	114	30	Home district Name	Optional field. Alpha/numeric. Must correspond to home district IRN. Use the district name associated with the district IRN in context.
115	144	30	Home School Name	Optional field. Alpha/numeric. Must correspond to Home School IRN. Use the name of the school associated with the value of Attending building on the latest FS record.
145	164	20	Student Last Name	Required field. Alpha. The last name of the student.
165	184	20	Student First Name	Required field. Alpha. The given name of the student.
185	185	1	Student Middle Initial	Alpha; leave blank if the student does not have a middle name.
186	187	2	Date of Birth month	Required field. Two-digit numeric
188	189	2	Date of Birth Day (DD)	Required field. Two-digit numeric
190	193	4	Date of Birth Year (YYYY)	Required field. Four-digit numeric
194	194	1	Gender	Required field. Alpha F = female, M = Male

OHIO TEST Record Description for Student Data Files				
Start Position	**End Position**	**Field Length**	**Field Name**	**Comments/Description**
195	203	9	Statewide Student Identifier (SSID)	Required field between September 15 and April 30th of every year. State assigned Student ID only. Combination of alpha and numeric; must start with two alphas followed by numeric 0-9. SSID of the student as specified on the latest FS record for the student.

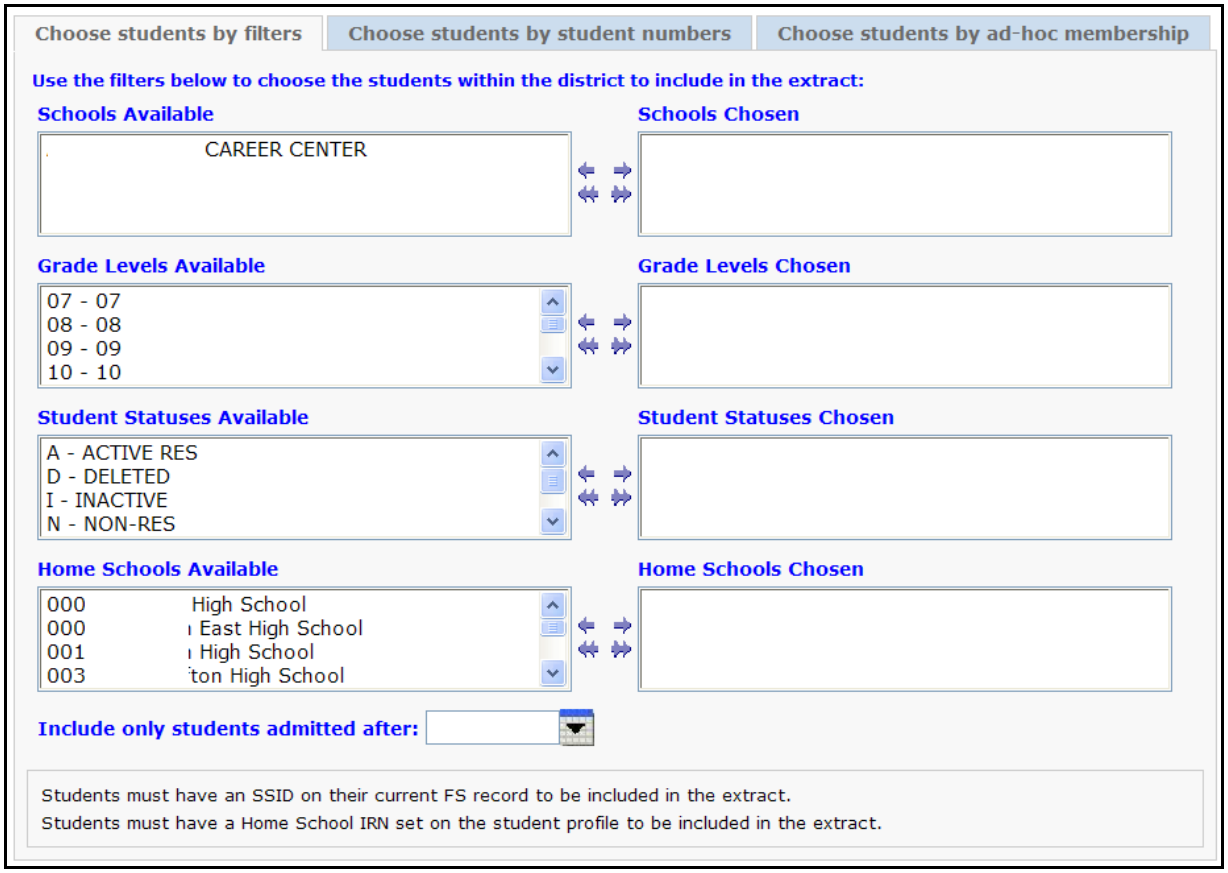
AIR Export – JVS District in Context

Navigation: Home – Management – Import/Export – AIR Export (JVS District in context)


Home » Management » Import/Export » AIR Export
AIR Export
From this screen you can create an AIR export file.
Choose students by filters
Choose students by student numbers
Choose students by ad-hoc membership
Use the filters below to choose the students within the district to include in the extract:
Schools Available
CAREER CENTER
Schools Chosen
Grade Levels Available
07 - 07
08 - 08
09 - 09
10 - 10
Grade Levels Chosen
Student Statuses Available
A - ACTIVE RES
D - DELETED
I - INACTIVE
N - NON-RES
Student Statuses Chosen
Home Schools Available
000 High School
000 East High School
001 High School
003 ton High School
Home Schools Chosen
Include only students admitted after:
Students must have an SSID on their current FS record to be included in the extract.
Students must have a Home School IRN set on the student profile to be included in the extract.
Export

The extraction file created by the JVSD will select all students for the specified home school who are also enrolled in the JVSD.

Choose students by filters


Choose students by filters
Choose students by student numbers
Choose students by ad-hoc membership
Use the filters below to choose the students within the district to include in the extract:
Schools Available
CAREER CENTER
Schools Chosen
Grade Levels Available
07 - 07
08 - 08
09 - 09
10 - 10
Grade Levels Chosen
Student Statuses Available
A - ACTIVE RES
D - DELETED
I - INACTIVE
N - NON-RES
Student Statuses Chosen
Home Schools Available
000 High School
000 East High School
001 High School
003 ton High School
Home Schools Chosen
Include only students admitted after:
Students must have an SSID on their current FS record to be included in the extract.
Students must have a Home School IRN set on the student profile to be included in the extract.

Schools Available (optional) – Move one or more schools from the Schools Available select box to the Schools Chosen select box. If no schools are moved to the Schools Chosen select box, all schools will be selected.

Grade Levels Available (optional) – Move one or more grade levels from the Grade Levels Available select box to the Grade Levels Chosen select box. If no grade levels are moved to the Grade Levels Chosen select box, all grade levels will be selected.

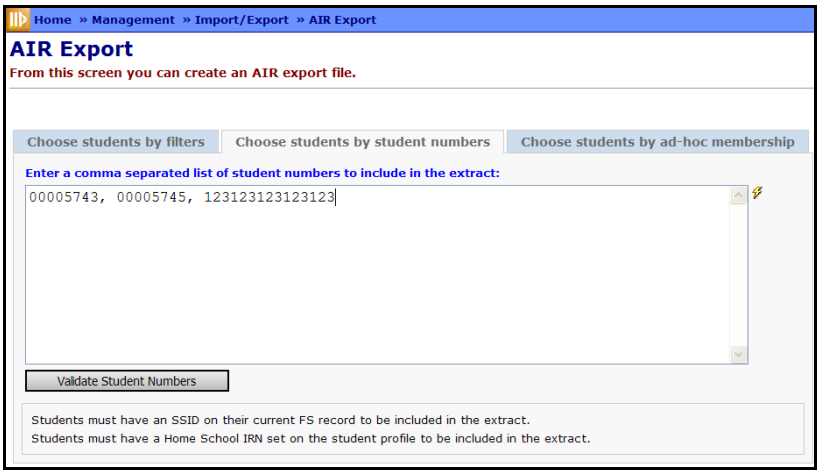
Student Statuses Available (optional) – Move one or more student statuses from the Student Statuses Available select box to the Student Statuses Chosen select box. If no student statuses are moved to the Student Statuses Chosen select box, all student statuses will be selected.

Home Schools Chosen (optional) – Move one or more home schools from the Home Schools Available select box to the Home Schools Chosen select box. If no home schools are moved to the Home Schools Chosen select box, all home schools will be selected.

Include only students admitted after: (optional) – Enter a date in order to include students only enrolled after this date. This allows the JVS to create a file periodically after the school year starts to only pick up newly enrolled students that may not have been in the original file uploaded.

IMPORTANT: Students must have an SSID on their current FS record to be included in the extract. Students also must have a Home School IRN set on the student profile to be included in the extract.

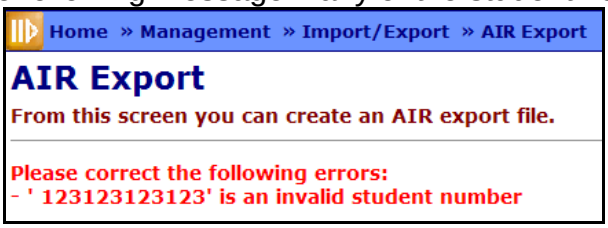
Choose students by student numbers


Home » Management » Import/Export » AIR Export
AIR Export
From this screen you can create an AIR export file.
Choose students by filters
Choose students by student numbers
Choose students by ad-hoc membership
Enter a comma separated list of student numbers to include in the extract:
00005743, 00005745, 123123123123123
Validate Student Numbers
Students must have an SSID on their current FS record to be included in the extract.
Students must have a Home School IRN set on the student profile to be included in the extract.

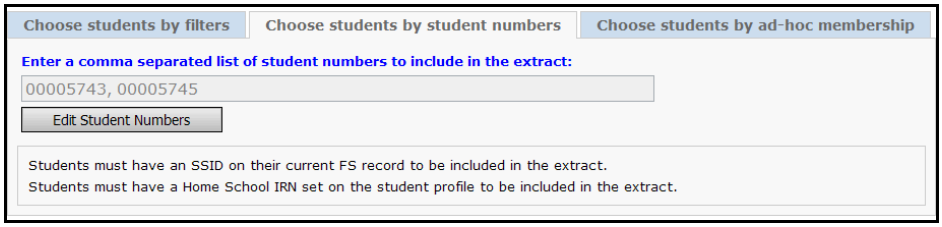
Enter a comma separated list of student numbers to include in the extract (required) – as in the example above, enter student numbers separated by a comma.

Click **Validate Student Numbers**

You will receive the following message if any of the student numbers are invalid.


Home » Management » Import/Export » AIR Export
AIR Export
From this screen you can create an AIR export file.
Please correct the following errors:
- ' 123123123123' is an invalid student number

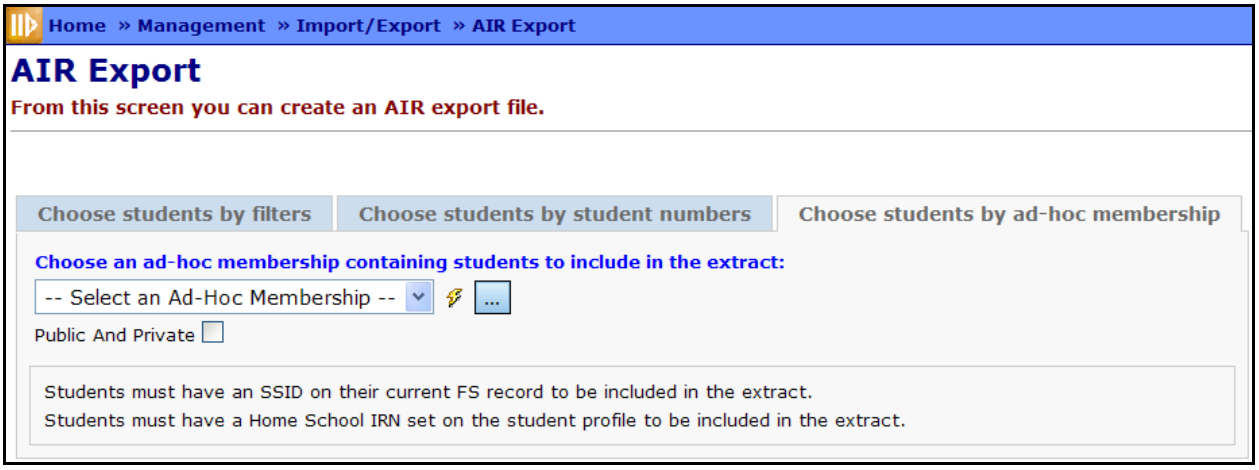
If the student numbers are valid, you will receive validation as follows.


Choose students by filters
Choose students by student numbers
Choose students by ad-hoc membership
Enter a comma separated list of student numbers to include in the extract:
00005743, 00005745
Edit Student Numbers
Students must have an SSID on their current FS record to be included in the extract.
Students must have a Home School IRN set on the student profile to be included in the extract.

Click **Edit Student Numbers** to further edit the student numbers before Export.

IMPORTANT: Students must have an SSID on their current FS record to be included in the extract. Students also must have a Home School IRN set on the student profile to be included in the extract.

Choose students by ad-hoc membership


Home » Management » Import/Export » AIR Export
AIR Export
From this screen you can create an AIR export file.
Choose students by filters
Choose students by student numbers
Choose students by ad-hoc membership
Choose an ad-hoc membership containing students to include in the extract:
-- Select an Ad-Hoc Membership --
...
Public And Private
Students must have an SSID on their current FS record to be included in the extract.
Students must have a Home School IRN set on the student profile to be included in the extract.

Ad-Hoc Membership (required) – Specify an Ad-Hoc Membership Group to limit the report to the students in this group. All other selection criteria will be ignored.

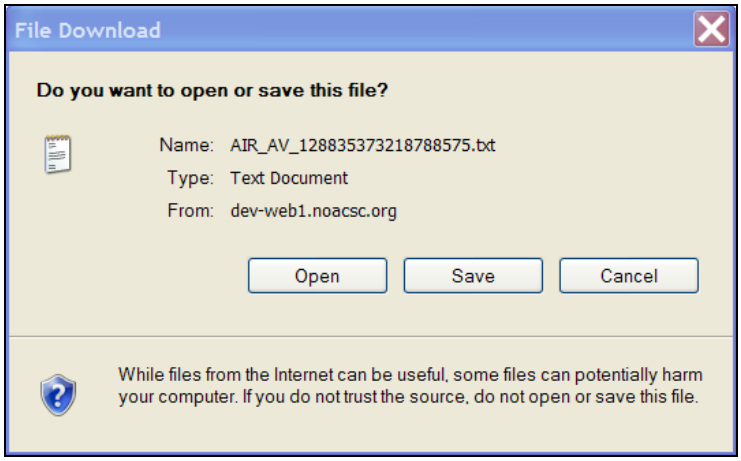
Click to create a new ad-hoc membership. You will be taken to the Ad Hoc Memberships where you can create a new ad-hoc membership and then return to the Air Export – Choose students by ad-hoc membership tab.

Check the **Public And Private** checkbox to see Memberships created by other users in your drop-down list.

IMPORTANT: Students must have an SSID on their current FS record to be included in the extract. Students also must have a Home School IRN set on the student profile to be included in the extract.

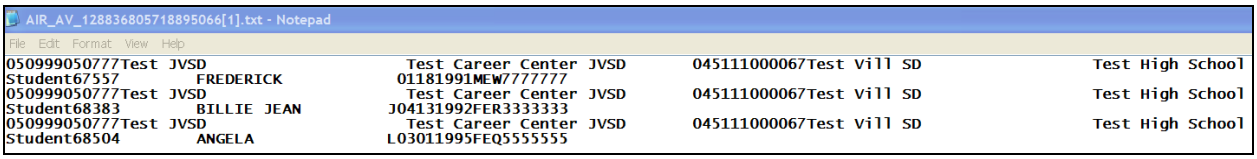
Export – Execute the export process with the filters selected.

Cancel – Cancel the export process**.**


File Download
Do you want to open or save this file?
Name: AIR_AV_128835373218788575.txt
Type: Text Document
From: dev-web1.noacsc.org
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Save – Save this file to your hard drive or network drive.

The following figure shows an example of the AIR Export file when a JVS district is in context.


AIR_AV_128836805718895066[1].txt - Notepad
File Edit Format View Help
050999050777Test JVSD Test Career Center JVSD 045111000067Test Vill SD Test High School
Student67557 FREDERICK 01181991MEW7777777
050999050777Test JVSD Test Career Center JVSD 045111000067Test Vill SD Test High School
Student68383 BILLIE JEAN J04131992FER3333333
050999050777Test JVSD Test Career Center JVSD 045111000067Test Vill SD Test High School
Student68504 ANGELA L03011995FEQ5555555

The file is a fixed length file. The following is the file layout for the extraction file:

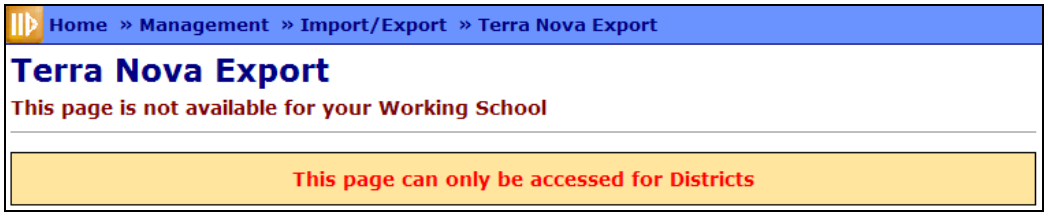
OHIO TEST Record Description for Student Data Files				
Start Position	**End Position**	**Field Length**	**Field Name**	**Comments/Description**
1	6	6	JVSD IRN	Required field. Six-digit district IRN; contains only numeric values (0-9). Enter the IRN of the JVSD. Use the district IRN from the JVS.
7	12	6	JVS School IRN	Required field. Six-digit School IRN; contains only numeric values (0-9). Enter the IRN of the joint vocational school. Use the building associated with the value of Attending building on the latest FS record.
13	42	30	JVSD Name	Optional field. Alpha/numeric. Must correspond to JVSD IRN. Use the name associated with the district IRN of the JVS in context.
43	72	30	JV School Name	Optional field. Alpha/numeric. Must correspond to JV School IRN. Use the name associated with the building specified in the attending building IRN field on the student's latest FS record.
73	78	6	Home District IRN	Required field. Six-digit District IRN; contains only numeric values (0-9). Enter the IRN of the school where the student was last tested for the OGT. Use the district IRN associated with the school IRN specified in the Home School IRN field on the Student Profile – General tab
79	84	6	Home School IRN	Required field. Size-digit school IRN; contains only numeric values (0-9). Enter the IRN of the school where the student was last tested for the OGT. Use the value of the Home School IRN field on the Student Profile – General tab.
85	114	30	Home district Name	Optional field. Alpha/numeric. Must correspond to home district IRN. Use the district IRN associated with the school IRN specified in the Home School IRN field on the Student Profile – General tab.
115	144	30	Home School Name	Optional field. Alpha/numeric. Must correspond to Home School IRN. Use the name associated with the School IRN specified in the Home School IRN field on the Student Profile – General tab.
145	164	20	Student Last Name	Required field. Alpha. The last name of the student.
165	184	20	Student First Name	Required field. Alpha. The given name of the student.
185	185	1	Student Middle Initial	Alpha. Leave blank if the student does not have a middle name.

OHIO TEST Record Description for Student Data Files				
Start Position	**End Position**	**Field Length**	**Field Name**	**Comments/Description**
186	187	2	Date of Birth month	Required field. Two-digit numeric
188	189	2	Date of Birth Day (DD)	Required field. Two-digit numeric
190	193	4	Date of Birth Year (YYYY)	Required field. Four-digit numeric
194	194	1	Gender	Required field. Alpha F = female, M = Male
195	203	9	Statewide Student Identifier (SSID)	Required field between September 15 and April 30th of every year. State assigned Student ID only. Combination of alpha and numeric; must start with two alphas followed by numeric 0-9. SSID of the student as specified on the latest FS record for the student.

Terra Nova Export

Navigation: Home – Management – Import/Export – Terra Nova Export

The Terra Nova Export is used to create a pre-identification export file for the Terra Nova assessments. The Terra Nova Export can be accessed only with a District in context. If you do not have a district in context, you will receive this message.


Home » Management » Import/Export » Terra Nova Export
Terra Nova Export
This page is not available for your Working School
This page can only be accessed for Districts

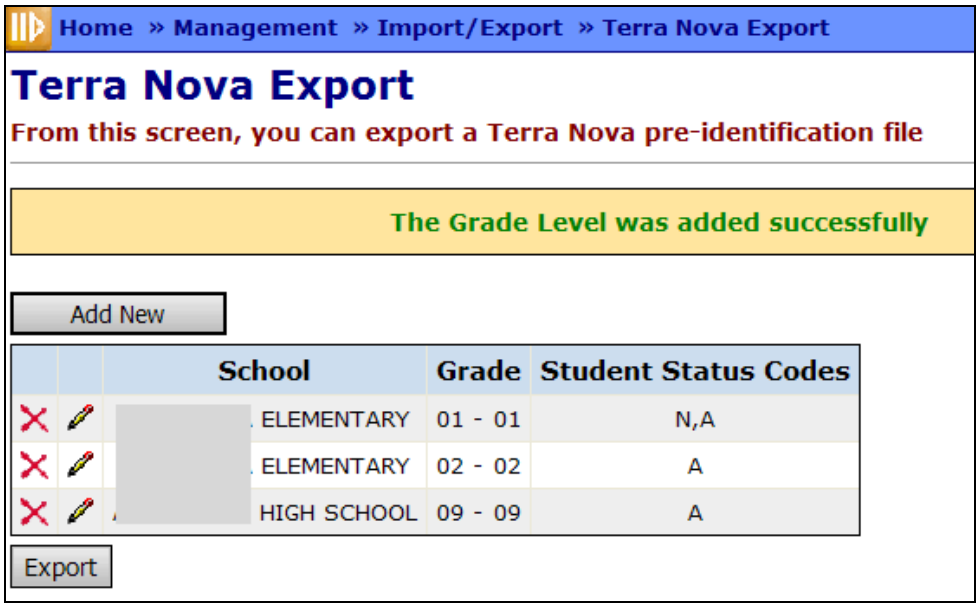
With a District in context, the Terra Nova Export will display the School/Grade Summary List. A single export file is created for the District based on the individual School/Grade Configurations in the School/Grade Summary List.

Home » Management » Import/Export » Terra Nova Export
Terra Nova Export
From this screen, you can export a Terra Nova pre-identification file
Add New
School
Grade
Student Status Codes
There are no records to display
Export

Note: *The Terra Nova Export does not save School/Grade Configurations once you navigate away from the Terra Nova Export screen. The School/Grade Summary List will always be unpopulated when you enter the Terra Nova Export screen. You must add your specific School/Grade Configurations each time you run the Terra Nova Export. This is required to make sure the correct School/Grade Configurations are added each time for the export.*

Note: *To include the district IRN in the export file, enter the district IRN in the Special Code field under the formatting options on the submission page.*

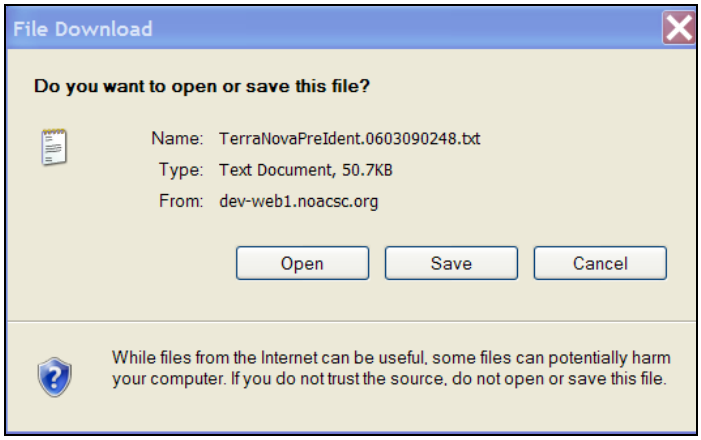
Terra Nova Export – School/Grade Summary List



The School/Grade Summary List will show any School/Grade Configurations already added to the list. This page has standard add record, edit record and delete record controls.

Click Add **New** to enter a new School/Grade Configuration.

Click **Export** to process the export. A single District export file will be created for all of the School/Grade Configurations listed.


File Download
Do you want to open or save this file?
Name: TerraNovaPreIdent.0603090248.txt
Type: Text Document, 50.7KB
From: dev-web1.noacsc.org
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Save – Save this file to your hard drive or network drive.

Terra Nova Export File Format (Cat/5, 1st Edition, 2nd Edition and 3rd Edition)

1-13	District Name, alpha/numeric.
14-15	State Name, two-character postal abbreviation.
16-30	School Name, alpha/numeric.
31-32	Grade: numeric - fill leading space with zero, 05 for Grade 5 for example; for Kindergarten use 57, for Ungraded use 00.
33-34	Blank
35-49	Teacher's Name, alpha/numeric.
50-60	Student Last Name, alpha.
61-64	Blank.
65-71	Student First Name.
72-74	Blank.
75	Student Middle Initial.
76-77	Blank.
78-83	Birth Date: numeric format, as for example: 010364 for January 3, 1964.
84	Sex: F for Female, M for Male.
85-94	Student ID Number.
95-104	Special Codes field, numeric or blank. The customer specifies which (if any) Special Codes are to be considered critical. Critical Special Codes must be numeric; others can be numeric or blank. The number of codes used depends on the test. Note the following: NOTE: To include the district IRN in the export file, enter the district IRN in the Special Code field. **Test -- No. of Codes – Positions** CAT/5 – 9 – 95-103 SABE/2 – 8 – 95-102 Terra Nova – 10 – 95-104 Terra Nova 2nd Edition – 10 – 95-104 Terra Nova Algebra – 10 – 95-104 InView – 10 – 95-104 Note: If you order the CAT/5 MAP report, and you use the CAT/5 Listening and Speaking Checklist, you may have teachers encode Listening and Speaking scores on each student's CAT/5 answer document (answer sheet, Student Information Form, or the biographical data page of a machine-scorable booklet) and have this score reported on the MAP. To reserve a column for this score, specify that the column must be blank in your preceding file. The normal column for this score is column S (byte 103); however you can reserve any column in the range K through S (bytes 95-103) for this purpose.
105-110	Blank
111-113	Test ID, numeric The test ID codes are as follows: CAT/5 Survey- 028 CAT/5 Survey with TCS/2* - 029 CAT/5 Complete Battery - 030 CAT/5 Complete Battery with TCS/2* - 031 CAT/5 Short Form - 032 CAT/5 Short Form with TCS/2* - -033 SABE/2 Levels 1-6 - 034 SISS Student Information & Score Sheet - 039

	Terra Nova Complete Battery - 040 Terra Nova Complete Battery TCS/2 - 041 Terra Nova Complete Battery Plus - 042 Terra Nova Complete Battery Plus TCS/2 – 043 Terra Nova Survey – 044 Terra Nova Survey TCS/2 – 045 Terra Nova Survey Plus – 046 Terra Nova Survey Plus TCS/2 – 047 Terra Nova Multiple Assessments – 048 Terra Nova M.A. TCS/2 – 049 Terra Nova M.A. Plus – 051 Terra M.A. TCS/2 & Plus – 052 Supera Multiple Assessments – 053 Supera Multiple Assessments with Plus – 054 Terra Nova Supera Survey – 055 Terra Nova Super Plus – 056 Terra Nova Supera with Plus – 057 Terra Nova Complete Battery 2nd Edition – 058 Terra Nova Complete Battery Plus 2nd Edition – 059 Terra Nova Complete Battery InView 2nd Edition – 060 Terra Nova Complete Battery Plus InView 2nd Edition – 061 Terra Nova Survey 2nd Edition – 062 Terra Nova Survey Plus 2nd Edition – 063 Terra Nova Survey InView 2nd Edition – 064 Terra Nova Survey Plus InView 2nd Edition – 065 Detroit Terra Nova Survey 2nd Edition Level 13 – 076 Missouri Slip Sheet – 079 Spanish Star Sabe – 080 South Carolina TN Survey – 081 Washoe NV. TN Level 13 – 082 Kentucky CTBS / 5 – 083 Terra Nova Algebra 2nd Edition – 084 Terra Nova Multiple Assessments 2nd Edition – 091 Terra Nova M.A. with InView 2nd Edition – 092 Terra Nova M.A. Plus 2nd Edition – 093 Terra Nova M.A. InView & Plus 2nd Edition – 094 InView Terra Nova 2nd Edition – 095 Terra Nova 3rd Edition Complete Battery – 097 Terra Nova 3rd Edition Complete Battery Plus– 098 Terra Nova 3rd Edition Complete Battery InView – 099 Terra Nova 3rd Edition Complete Battery Plus with InView – 100 Terra Nova 3rd Edition Survey – 101 Terra Nova 3rd Edition Survey Plus – 102 Terra Nova 3rd Edition Survey with InView – 103 Terra Nova 3rd Edition Survey Plus with InView – 104 Terra Nova 3rd Edition Multiple Assessments – 105 Terra Nova 3rd Edition Multiple Assessments with InView – 106 Terra Nova 3rd Edition Multiple Assessments Plus – 107 Terra Nova 3rd Edition Multiple Assessments Plus with InView - 108
114-122	Blank
123	Test Form Cat/5 – “A” Terra Nova 1st Edition – “A” Terra Nova 2nd Edition – “C” Terra Nova 3rd Edition – “G”

124-128	Achievement Test Level, for instance Level 11 for grade 1, 12 for grade 2, 13 for grade 3, etc.
129	InView or TCS/2 Level – 1, 2, 3, 4, or 5
130	A scorable booklet? Y or N This response determines whether the answer document is a scorable booklet (Y) with a pre-coded Student Information Sheet, or an answer sheet or folder (N) which does not require a Student Information Sheet
131-132	Sort type: numeric All tapes are first sorted according to scorable booklets (Y or N), by test ID, and by sort type in order to separate the input into homogeneous processing sets. Within this order, one of seven sort orders must be specified: 01 – UNSORTED – output is same sequence as input 02 – NAME within GRADE within SCHOOL 03 – NAME within TEACHER within SCHOOL 04 – NAME within TEACHER within GRADE within SCHOOL 05 – NAME within LEVEL within GRADE within SCHOOL 06 – NAME within LEVEL within TEACHER within SCHOOL 07 – NAME within LEVEL within SCHOOL
133-138	Blank
139	Blank
140	Bypass bubbling of name: Y or blank
141-142	Blank
143	Y: student will take Performance Assessment. Thus, a pre-coded SISS for Performance Assessment is required
144	Blank
145	Y: Student will take Writing Assessment, and the Writing score will appear on the CAT/5 MAP report. A pre-coded SISS is required for the Writing Assessment.
146	Terra Nova 2nd Edition AA IEP, Y = Yes, Blank = No
147	Terra Nova 2nd Edition AA 504, Y = Yes, Blank = No
148	Terra Nova 2nd Edition AA LEP, Y = Yes, Blank = No
149	Terra Nova 2nd Edition BB RLA, Blank, 1, 2, or 3
150	Terra Nova 2nd Edition BB MA, Blank, 1, 2, or 3
151	Terra Nova 2nd Edition BB SC, Blank, 1, 2, or 3
152	Terra Nova 2nd Edition BB SS, Blank, 1, 2, or 3
153	Terra Nova 2nd Edition BB InView, Blank, 1, 2, or 3
154	Terra Nova 2nd Edition BB Algebra, Blank, 1, 2, or 3
155-250	Blank, for CTB use only

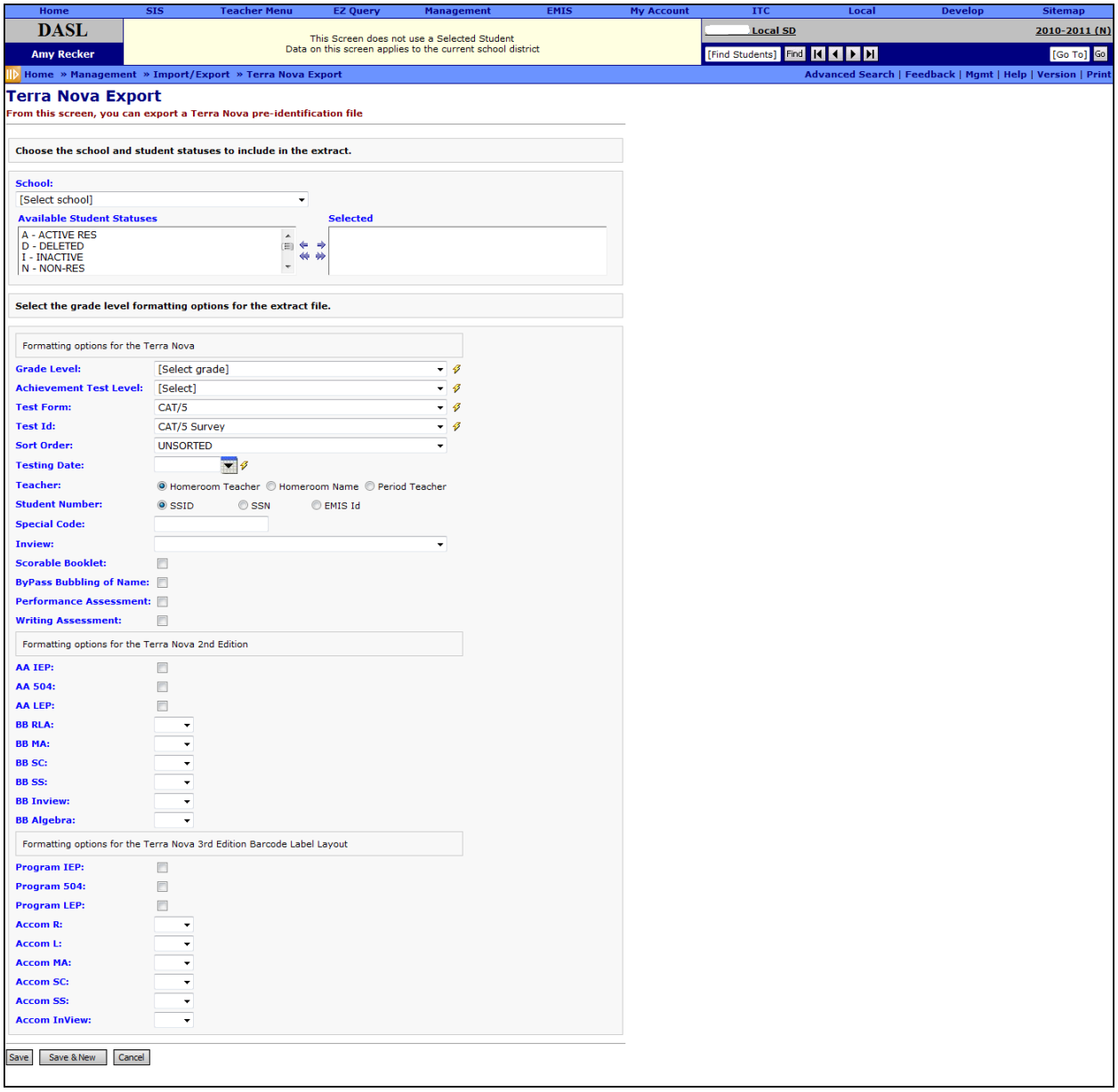
Terra Nova Export File Format (3rd Edition Barcode Layouts)

1-13	District Name, alpha/numeric
14-23	Blank, for CTB use only
24-25	State Name, two-character postal abbreviation
26-40	School Name, alpha/numeric
41-50	School Number, alpha/numeric or blank
51-52	Grade: numeric - fill leading space with zero, 05 for Grade 5 for example; for Kindergarten use KG, for Ungraded use 00
53-67	Teacher's Name, alpha/numeric or blank
68-87	Student Last Name, alpha
88-102	Student First Name, alpha

103	Student Middle Initial alpha or blank
104-111	Birth Date: numeric format, as for example: 010364 for January 3, 1964
112	Gender: F for Female, M for Male
113-122	Student ID Number, alpha/numeric or blank
123-128	Special Codes field, numeric or blank. To include the district IRN in the export file, enter the district IRN in the Special Code field
129	Program IEP, Y = yes, blank = no
130	Program 504, Y = yes, blank = no
131	Program LEP/ELL, Y = yes, blank = no
132-134	Test ID, numeric The test ID codes are as follows: Terra Nova 3rd Edition Complete Battery – 097 Terra Nova 3rd Edition Complete Battery Plus– 098 Terra Nova 3rd Edition Complete Battery InView or PTCS – 099 Terra Nova 3rd Edition Complete Battery Plus with InView or PTCS – 100 Terra Nova 3rd Edition Survey – 101 Terra Nova 3rd Edition Survey Plus – 102 Terra Nova 3rd Edition Survey with InView – 103 Terra Nova 3rd Edition Survey Plus with InView – 104 Terra Nova 3rd Edition Multiple Assessments – 105 Terra Nova 3rd Edition Multiple Assessments with InView or PTCS – 106 Terra Nova 3rd Edition Multiple Assessments Plus – 107 Terra Nova 3rd Edition Multiple Assessments Plus with InView or PTCS – 108
135-136	Test Form Terra Nova 3rd Edition Barcode Layout – “G”
137-138	Achievement Test Level: Level 10 for grade K, Level 11 for grade 1, Level 12 for grade 2, Level 13 for grade 3, Level 14 for grade 4, Level 15 for grade 5, Level 16 for grade 6, Level 17 for grade 7, Level 18 for grade 8, Level 19 for grade 9, Level 20 for grade 10, Level 21 for grades 11 and 12
139-143	Blank, for CTB use only
144	Ethnicity: 1 = American Indian, 2 = African American or Black (and not Hispanic), 3 = Asian, 4 = Pacifica Islander, 5 = Hispanic or Latino, 6 = White (and not Hispanic), 7 = Multiethnic, 8 = Other
145-146	Home Language Code, numeric or blank
147	InView or PTCS Level. The InView or PTCS level will only be used if the test code selected is for a combination test. Numeric or blank.
148	Blank, for CTB use only
149-150	Blank, for CTB use only
151	Blank, for CTB use only
152	Accom R 1, Y = yes, blank = no
153	Accom R 2, Y = yes, blank = no
154	Accom R 3, Y = yes, blank = no
155	Accom L 1, Y = yes, blank = no
156	Accom L 2, Y = yes, blank = no
157	Accom L 3, Y = yes, blank = no
158	Accom MA 1, Y = yes, blank = no
159	Accom MA 2, Y = yes, blank = no
160	Accom MA 3, Y = yes, blank = no
161	Accom SC 1, Y = yes, blank = no
162	Accom SC 2, Y = yes, blank = no
163	Accom SC 3, Y = yes, blank = no
164	Accom SS 1, Y = yes, blank = no

165	Accom SS 2, Y = yes, blank = no
166	Accom SS 3, Y = yes, blank = no
167	Accom InView 1, Y = yes, blank = no
168	Accom InView 2, Y = yes, blank = no
169	Accom InView 3, Y = yes, blank = no
170-250	Blank, for CTB use only

Terra Nova Export – School/Grade Configuration



Filters

School (required) – Select the school from the district in context to include in the export file.

Available Student Statuses (required) – Select one or more student statuses to include in the export file.

Formatting Options for the Terra Nova

Grade Level (required) – Select the grade level for this Terra Nova configuration.

Achievement Test Level (required) – Select the achievement test level for this Terra Nova configuration.

Test Form (required) – Select the test form that this School/Grade Level will be taking. Choices include CAT/5, Terra Nova 1st edition, Terra Nova 2nd edition, Terra Nova 3rd edition or Terra Nova 3rd edition Barcode Layout. Defaults to CAT/5.

Test Id (required) – Select the specific test ID that this School/Grade Level will be taking. There are multiple choices available. Defaults to CAT/5 Survey.

Sort Order (required) – Select the sort order for the export file. Options are:

- UNSORTED – Output is same sequence as input (default)
- Name within Grade within School
- Name within Teacher within School
- Name within Teacher within Grade within School
- Name within Level within Grade within School
- Name within Level within Teacher within School
- Name within Level within School

Testing Date (required) – Enter the date on which the test will be administered in MMDDYY format.

Teacher (required) – Choose Homeroom Teacher, Homeroom Name or Period Teacher for the Teacher value in the export file.

Testing Period (required only if Period Teacher is selected above) – Select a class period to use for extracting the Teacher value in the export file.

Student Number (required) – Choose SSID, SSN or EMIS Id for the Student Number value in the export file.

Special Code (optional) – Please see the previously outlined Terra Nova Export File Format for details on this parameter. To include the district IRN in the export file, enter the district IRN in the Special Code field.

Inview (optional) – Please see the previously outlined Terra Nova Export File Format for details on this parameter.

Scorable Booklet (optional) – Please see the previously outlined Terra Nova Export File Format for details on this parameter.

ByPass Bubbling of Name (optional) – Please see the previously outlined Terra Nova Export File Format for details on this parameter.

Performance Assessment (optional) – Please see the previously outlined Terra Nova Export File Format for details on this parameter.

Writing Assessment (optional) - Please see the previously outlined Terra Nova Export File Format for details on this parameter.

Formatting Options for the Terra Nova 2nd Edition

Please see the previously outlined Terra Nova Export File Format for details on these parameters.

Formatting Options for the Terra Nova 3rd Edition Barcode Label Layout

Please see the previously outlined Terra Nova Export File Format for details on these parameters.

Save – Save this Terra Nova School/Grade Configuration and return to the Terra Nova School/Grade Summary List. You will receive the following message. Please note that the School/Grade Configurations are only saved until you navigate away from the Terra Nova Export screen. You will need to enter the proper School/Grade Configurations each time you execute the Terra Nova Export.

Home » Management » Import/Export » Terra Nova Export
Terra Nova Export
From this screen, you can export a Terra Nova pre-identification file
The Grade Level was added successfully

Save & New – Save this Terra Nova School/Grade Configuration and enter an additional Terra Nova School/Grade Configuration. Please note that the School/Grade Configurations are only saved until you navigate away from the Terra Nova Export screen. You will need to enter the proper School/Grade Configurations each time you execute the Terra Nova Export.

Cancel – Do not save this Terra Nova School/Grade Configuration and return to the Terra Nova School/Grade Summary List.

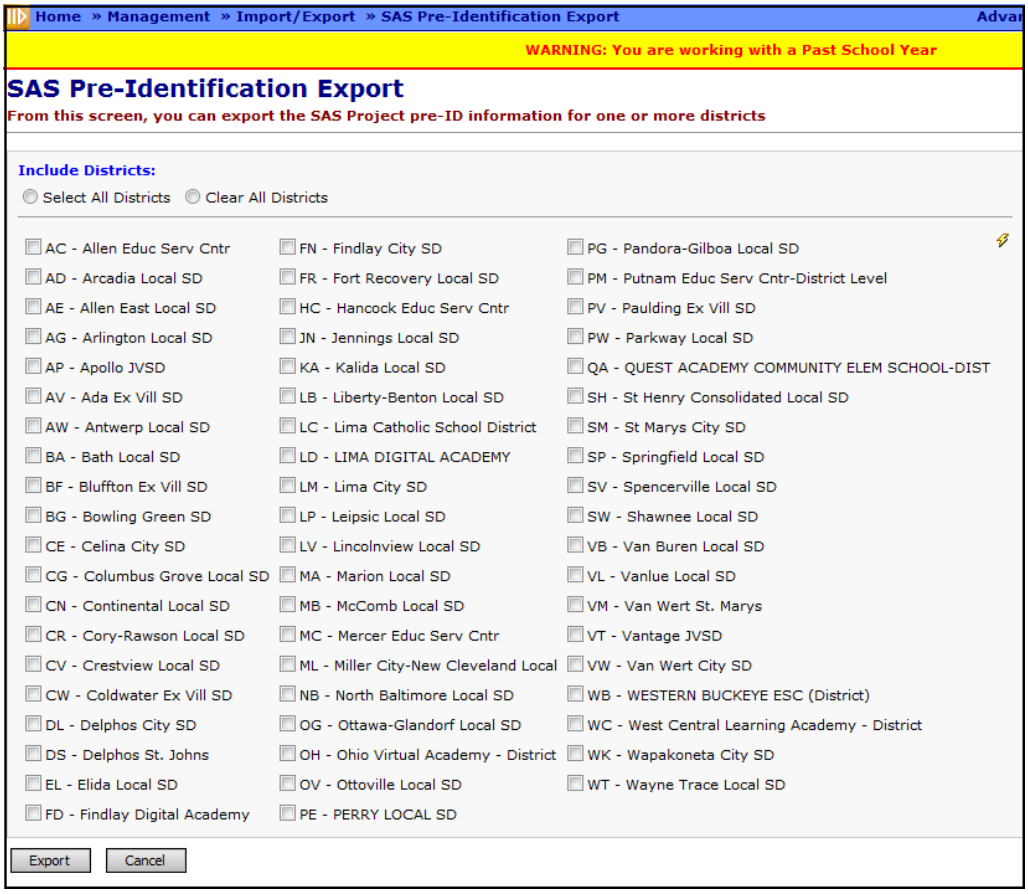
SAS Pre-Identification Export

Navigation: Home – Management – Import/Export – SAS Pre-Identification Export

The SAS Pre-Identification Export fulfills ODE's request for a pre-identification file for districts participating in the SAS Project. The designated contact person at each ITC will send one file to ODE containing the information for their designated districts participating in the SAS Project. The SAS Pre-Identification Export can only be processed at the ITC level. Students enrolled in multiple schools are only reported by the school at which they spend the largest percentage of time. If the reason a student is attending multiple schools is AU, ES, JV, MR or PS, then the student is reported by the attending school specified on the FS-Standing tab of the Edit Student Profile screen.

The SAS Pre-Identification Export may also be known as the EVAAS Extraction.

The SAS Pre-Identification Export returns all students in all grade levels enrolled in the current school year.

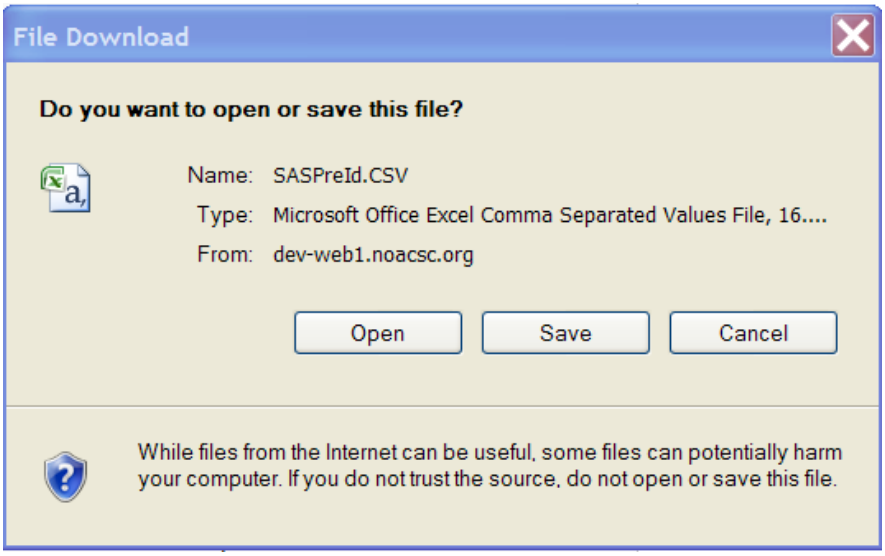

Home » Management » Import/Export » SAS Pre-Identification Export
WARNING: You are working with a Past School Year
SAS Pre-Identification Export
From this screen, you can export the SAS Project pre-ID information for one or more districts
Include Districts:
Select All Districts
Clear All Districts
AC - Allen Educ Serv Cntr
AD - Arcadia Local SD
AE - Allen East Local SD
AG - Arlington Local SD
AP - Apollo JVSD
AV - Ada Ex Vill SD
AW - Antwerp Local SD
BA - Bath Local SD
BF - Bluffton Ex Vill SD
BG - Bowling Green SD
CE - Celina City SD
CG - Columbus Grove Local SD
CN - Continental Local SD
CR - Cory-Rawson Local SD
CV - Crestview Local SD
CW - Coldwater Ex Vill SD
DL - Delphos City SD
DS - Delphos St. Johns
EL - Elida Local SD
FD - Findlay Digital Academy
FN - Findlay City SD
FR - Fort Recovery Local SD
HC - Hancock Educ Serv Cntr
JN - Jennings Local SD
KA - Kalida Local SD
LB - Liberty-Benton Local SD
LC - Lima Catholic School District
LD - LIMA DIGITAL ACADEMY
LM - Lima City SD
LP - Leipsic Local SD
LV - Lincolnview Local SD
MA - Marion Local SD
MB - McComb Local SD
MC - Mercer Educ Serv Cntr
ML - Miller City-New Cleveland Local
NB - North Baltimore Local SD
OG - Ottawa-Glandorf Local SD
OH - Ohio Virtual Academy - District
OV - Ottoville Local SD
PE - PERRY LOCAL SD
PG - Pandora-Gilboa Local SD
PM - Putnam Educ Serv Cntr-District Level
PV - Paulding Ex Vill SD
PW - Parkway Local SD
QA - QUEST ACADEMY COMMUNITY ELEM SCHOOL-DIST
SH - St Henry Consolidated Local SD
SM - St Marys City SD
SP - Springfield Local SD
SV - Spencerville Local SD
SW - Shawnee Local SD
VB - Van Buren Local SD
VL - Vanlue Local SD
VM - Van Wert St. Marys
VT - Vantage JVSD
VW - Van Wert City SD
WB - WESTERN BUCKEYE ESC (District)
WC - West Central Learning Academy - District
WK - Wapakoneta City SD
WT - Wayne Trace Local SD
Export
Cancel

Include Districts - Choose Select All Districts to check all districts in the ITC. Choose Clear All District to uncheck all districts in the ITC.

Districts (required) – All districts for the ITC are listed. Check one or more individual district checkboxes to process only for those districts.

Click **Cancel** to cancel the SAS Pre-Identification Export.

Click **Export** to create a single SAS Pre-Identification Export file for all districts checked.


File Download
Do you want to open or save this file?
Name: SASPreId.CSV
Type: Microsoft Office Excel Comma Separated Values File, 16....
From: dev-web1.noacsc.org
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Save – Save this file to your hard drive or network drive.

The SAS Pre-Identification Export creates an Excel file including the following fields:

- Ohio District IRN (current year in context)
- School IRN (current year in context)
- Student Grade (current year in context)
- Student SSID

The following figure shows an example of the SAS Pre-Identification Export file.

	A	B	C	D
1	Ohio District IRN (2011-2012)	School IRN (2011-2012)	Student Grade (2011-2012)	Student SSID
2	43505	1081	10	AG7184259
3	43505	1081	11	AN8671225
4	43505	1081	10	AO2601895
5	43505	1081	10	AX1374287
6	43505	1081	11	BB1398506
7	43505	1081	10	BB5920251
8	43505	1081	11	BB6377509
9	43505	1081	9	BB6378630
10	43505	1081	11	BH9474506
11	43505	1081	11	BH9475969
12	43505	1081	10	BL4075112
13	43505	1081	10	CG6317309
14	43505	1081	9	CR9422663
15	43505	1081	9	CS2370459
16	43505	1099	7	CT3760451
17	43505	1099	8	CZ4748571

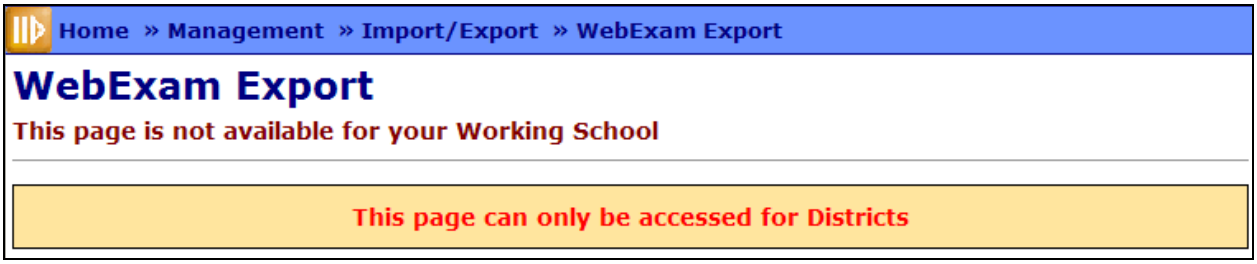
WebXam Export

Navigation: Home – Management – Import/Export – WebXam Export

At different points in the school year, the JVS has the need to create a pre-identification file to send to the vendor containing the students who are scheduled to take an exam. Previously there was a program on the Alpha provided by SSDT that created the file based on the student subject records and staff class master record data on the Alpha. Since the Alpha is no longer being used, the program is no longer available. The WebXam Export is available in StudentInformation for this use.

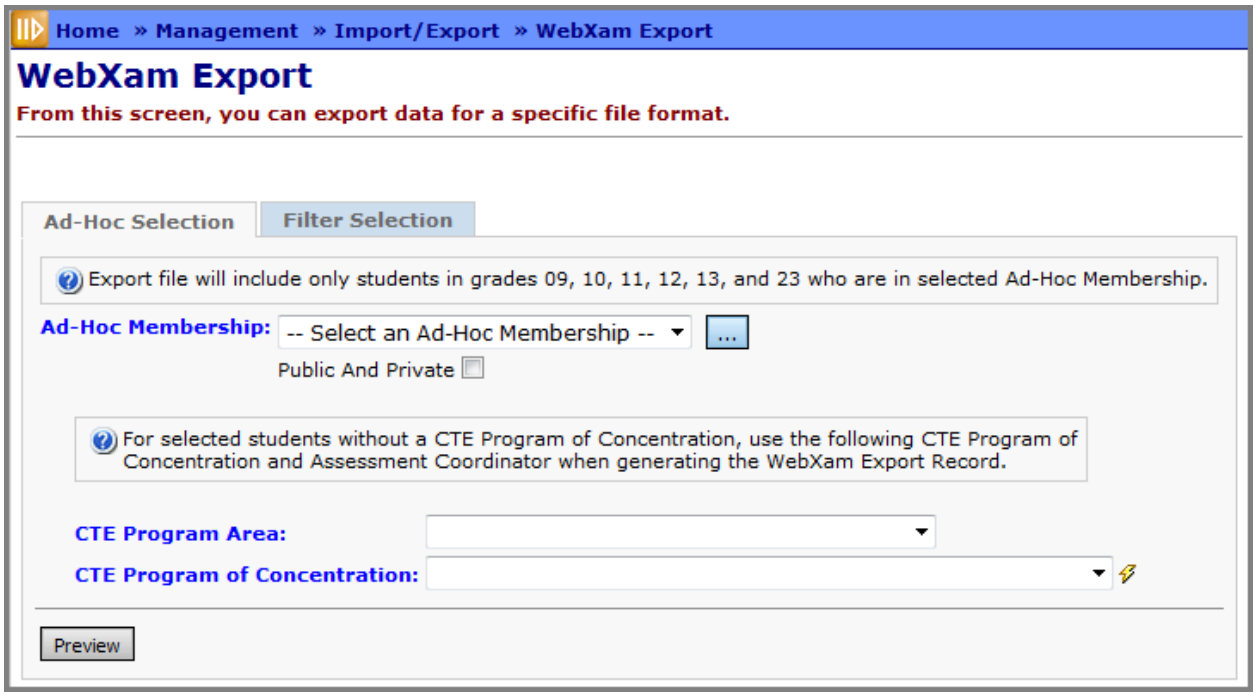
> ***Note:*** *A WebXam report listing the details of the students included in the export file will be available in a future StudentInformation release.*

The WebXam Export is only available for districts. You will receive the following message if you do not have a district in context.


Home » Management » Import/Export » WebExam Export
WebExam Export
This page is not available for your Working School
This page can only be accessed for Districts

You can choose to filter using the Ad-Hoc Selection tab or the Filter Selection tab.

Ad-Hoc Selection Tab


Home » Management » Import/Export » WebXam Export
WebXam Export
From this screen, you can export data for a specific file format.
Ad-Hoc Selection
Filter Selection
Export file will include only students in grades 09, 10, 11, 12, 13, and 23 who are in selected Ad-Hoc Membership.
Ad-Hoc Membership:
-- Select an Ad-Hoc Membership --
...
Public And Private
For selected students without a CTE Program of Concentration, use the following CTE Program of Concentration and Assessment Coordinator when generating the WebXam Export Record.
CTE Program Area:
CTE Program of Concentration:
Preview

Ad-Hoc Membership (required) – Specify an Ad-Hoc Membership Group to limit the WebXam Export to the students in this group.

Click to create a new ad-hoc membership. You will be taken to the Ad Hoc Memberships screen where you can create a new ad-hoc membership and then return to the WebXam Export.

Check the **Public And Private** checkbox to see Ad-Hoc Memberships created by other users in your drop-down list.

CTE Program Area (required) – Choose a Program area for the CTE Program of Concentration element.

CTE Program of Concentration (required) – Choose a default element that designates the program of concentration for a CTE concentrator that will be assigned to any student that does not have a CTE Program of Concentration set on their Period N record. The list of available values in the CTE Program of Concentration dropdown is dependent on the value selected for the CTE Program Area.

Preview - A Preview button is available that will display all the students that will be included in the export prior to creating the export file. The students Legal Last, First and Middle Name will be used if provided for the student. Records in the Preview grid will be flagged if a Default Assessment Coordinator has not been chosen on the WebXam Assessment Coordinator Records page; however those records will still be included in the export file. Once the Preview button is clicked and Preview grid displays, an Export button is available. Clicking the Export button will create a precta.seq file in the proper file layout which can be saved.

Filter Selection Tab

Home » Management » Import/Export » WebXam Export
WebXam Export
From this screen, you can export data for a specific file format.
Ad-Hoc Selection
Filter Selection
Export file will include only students in grades 09, 10, 11, 12, 13, and 23 who are in selected filter criteria.
Schools:
ASHS - ASHLAND HIGH SCHOOL
ASJH - ASHLAND MIDDLE SCHOOL
ASED - EDISON ELEMENTARY SCHOOL
ASLI - LINCOLN ELEMENTARY
CTE Program of Concentration:
A0 - Agribusiness and Production Syster
A1 - Agricultural and Industrial Power Te
A2 - Animal Science and Management
A3 - Biotechnology for Food Plant and A
Assessment Coordinator:
Use Default Assessment Coordinator for Program of Concentration
Use Teacher of Record from applicable courses
Include Tech Prep Completer Students without CTE Program of Concentration:
Preview

Schools (required) – All schools for the district are listed. Select one or more schools by moving the school from the left dual select box to the right dual select box.

CTE Program of Concentration (required) – Choose a default element that designates the program of concentration for a CTE concentrator that will be assigned to any student that does not have a CTE Program of Concentration set on their Period N record.

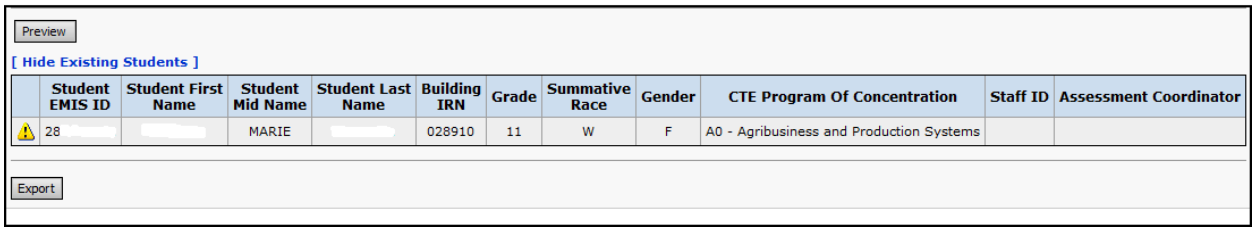
Assessment Coordinator (required) – Choose the Use Default Assessment Coordinator for Program of Concentration or Use Teacher of Record from applicable courses.

If the Use the Default Assessment Coordinator for Program of Concentration is selected, the Default Assessment Coordinator that was chosen on the WebXam Assessment Coordinator Records screen is exported as the Assessment Coordinator.

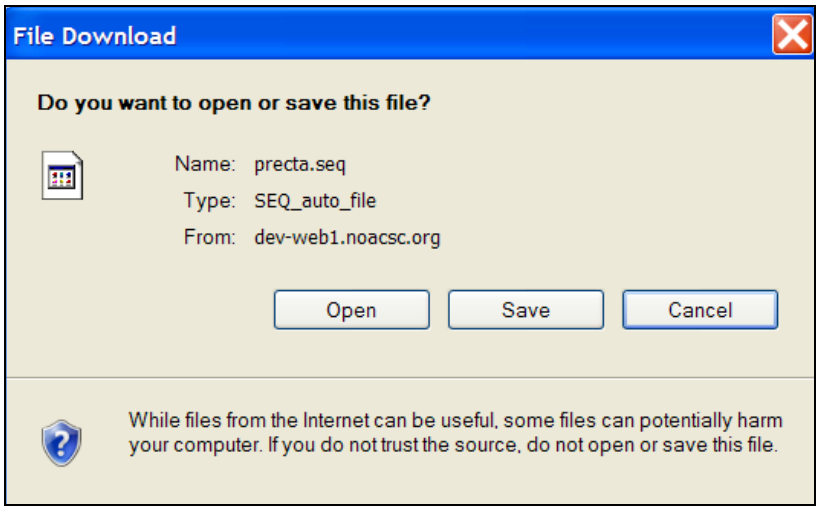
If the Use Teacher of record from applicable courses is selected, the teacher of record for the course section is exported as the Assessment Coordinator. To determine the course section from which to extract the teacher of record, StudentInformation checks for valid values in the Curriculum Code (begins with “V”) and the EMIS Subject Code fields on the EMIS Override tab for the course section, if defined; otherwise, StudentInformation checks for valid values in the Curriculum Code and EMIS Subject Code fields on the EMIS tab for the course.

Include Tech Prep Completer Students without CTE Program of Concentration (optional) – If this option is selected, you will be able to set the default CTE Program of Concentration. This will be used for any student that has their Tech Prep Completer flag set to ‘Y’ on their Period N record, but does not have a CTE Program of Concentration saved.

Preview - A Preview button is available that will display all the students that will be included in the export prior to creating the export file. The students Legal Last, First and Middle Name will be used if provided for the student. Records in the Preview grid will be flagged if a Default Assessment Coordinator has not been chosen on the WebXam Assessment Coordinator Records page or if the student is not in a course that matches the filter criteria; however those records will still be included in the export file. Once the Preview button is clicked and Preview grid displays, an Export button is available.



Clicking the Export button will create a precta.seq file in the proper file layout which can be saved.


File Download
Do you want to open or save this file?
Name: precta.seq
Type: SEQ_auto_file
From: dev-web1.noacsc.org
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file.

Save – Save this file to your hard drive or network drive.

Export File Format

The pre-ident file is named precta.seq with the following fixed length format:

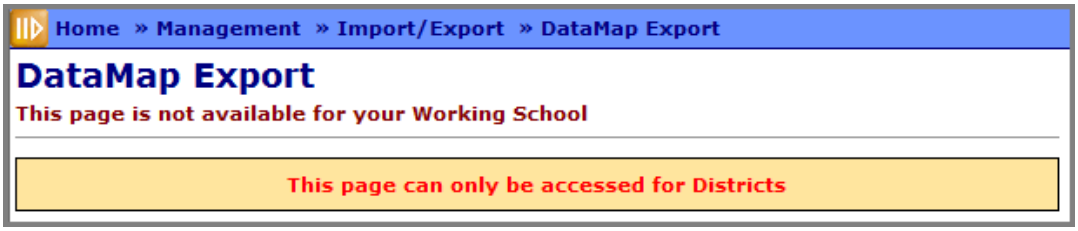
Position	Field
1 - 5	Record number incremented by 1
6 - 15	StudentInformation SIS Student ID
16 - 44	Student Given Name
45 - 74	Middle Name
75 - 104	Last Name
105 - 110	School IRN
111 - 116	District of Residence IRN
117 - 118	Grade Level
119	Ethnicity
120	Gender
121 - 128	Filler
129 - 134	EMIS Subject Code
135 - 143	Staff Local ID
144 - 164	Teacher LastName, FirstName, MiddleInitial

The following figure shows an example of the WebXam Export file.

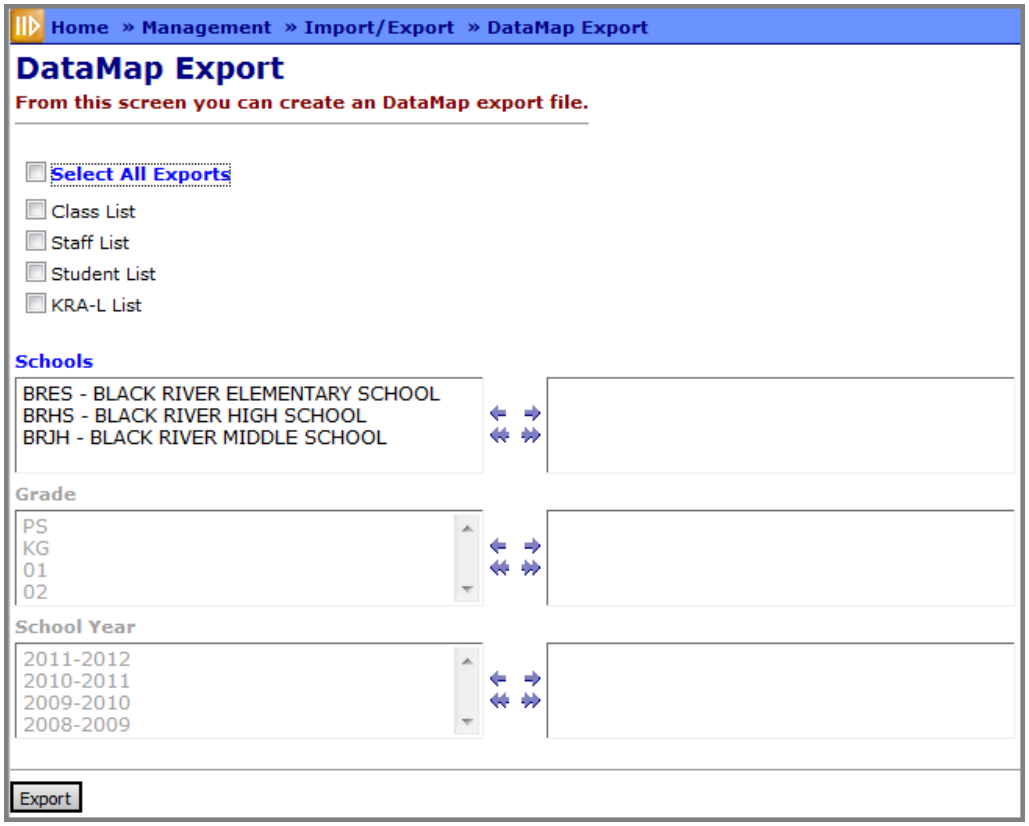
DataMap Export

Navigation: Home – Management – Import/Export – DataMap Export

This export is specifically for use by the DataMap application. The DataMap application performs in-depth analysis of this export data and student assessment data. The DataMap Export function can be accessed only with a district in context. If you do not have a district in context, you will receive the following message.


Home » Management » Import/Export » DataMap Export
DataMap Export
This page is not available for your Working School
This page can only be accessed for Districts

With a district in context, the DataMap Export will create an export file for each of the export options (Class List, Staff List, Student List and KRA-L List).



Select All Exports (optional) – Selects all four exports to be created. Individual export files are created with the names DataMap_Class.csv, DataMap_Staff.csv, DataMap_Student.csv and DataMap_Kral.csv.

Schools (optional) – Choose the schools to be included in or excluded from the export

Grade (optional) – Choose the grades to be included in or excluded from the export. This option is used by Class List, Staff List and Student List exports only.

School Year (optional) – Choose the school years to be included in or excluded from the export. This option is used by the KRA-L List export only.

Export – Execute the export process.

Class List

The Class List option creates the DataMap_Class.csv export file.

StudentInformation returns records for the DataMap_Class.csv export file based on the value in the EMIS Subject Code field on the EMIS Override tab for the course section, if defined; otherwise, StudentInformation returns records based on the value in the EMIS Subject Code field on the EMIS tab for the course.

The DataMap_Class.csv export includes the following columns:

- Subject Area
- School Code
- Student ID
- Student State ID
- First Name
- Last Name
- Gender
- Grade Level Code
- Home School IRN
- Home School
- Program Code
- Program Name Code
- Status
- Student Status Code
- Course Code
- Course Name
- Course Type Code
- Course Type Description
- Section Number
- Term Code
- Term Name
- Location Ex
- Teacher Code
- Calendar Period Days
- Rotation Days

- Teacher's First Name
- Teacher's Last Name

The following figure shows an example of the Class List output file.

	A	B	C	D	E	F	G	H	I	J	K
1	Subject Area	School Code	Student Id	State Student Id	First Name	Last Name	Gender	Grade Level Code	Home School Irn	Home School	Program Code
2	Math	ASED	XXXX85	QT346XXXX	JUSTIN	dXXXX	M	4			
3	Math	ASED	XXXX00	PS487XXXX	AARON	FXXXX	M	4			
4	Math	ASED	XXXX89	PS495XXXX	RYAN	HXXXX	M	4			
5	Math	ASED	XXXX68	OW272XXXX	CODY	MCCXXXX	M	4			
6	Math	ASED	XXXX07	PS519XXXX	LUKE	MCFXXXX	M	4			
7	Math	ASED	XXXX35	ON121XXXX	JOSEF	MXXXX	M	5			
8	Math	ASED	XXXX02	SG648XXXX	CHRISTOPHER	SXXXX	M	4			
9	Math	ASED	XXXX34	PS559XXXX	MICHAEL	UXXXX	M	4			
10	Math	ASED	XXXX15	ON974XXXX	ANTHONY	HXXXX	M	5			
11	Math	ASED	XXXX28	ON118XXXX	SUSAN	KXXXX	F	5			

Staff List

The Staff List option creates the DataMap_Staff.csv export file.

The DataMap_Staff.csv export file contains the following columns:

- Staff Name
- Staff Code
- State Staff ID
- Job Function
- Address
- Address Line 2
- City
- State
- ZipCode
- Telephone

The following figure shows an example of the Staff List output file.

	A	B	C	D	E	F	G	H	I	J
1	Staff Name	Staff Code	State Staff ID	Job Function	Address	Address Line 2	City	State	Zip Code	Telephone
2	LASTR, FIRSTR	HJRB		Teacher						
3	LASTS, FIRSTS	HTJB		Teacher						
4	LASTT, FIRSTT	DKJC		Teacher						
5	LASTU, FIRSTU	DMAC		Not Specified						
6	LASTV, FIRSTV	TLLC		Teacher						
7	LASTW, FIRSTW	DCAC		Not Specified						
8	LASTX, FIRSTX	HKXR		Teacher						
9	LASTY, FIRSTY	HRAD		Teacher						
10	LASTZ, FIRSTZ	HTJF		Teacher						

Student List

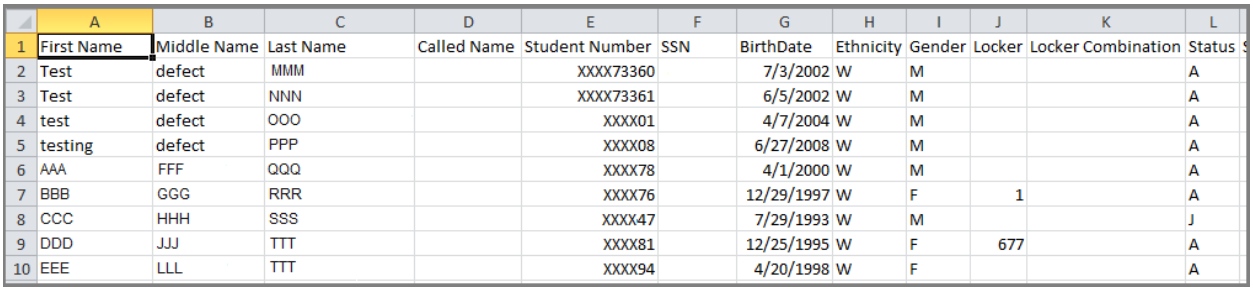
The Student List option creates the DataMap_Student.csv export file.

The DataMap_Student.csv export file contains the following columns:

- First Name
- Middle Name
- Last Name
- First Name
- Called Name
- Student Number
- SSN
- Birth Date
- Ethnicity
- Gender
- Locker
- Locker Combination
- Status
- Special Education
- Grade
- Address
- Address 2
- City
- State
- ZipCode
- Telephone
- Primary Contact Type
- Primary Contact First Name
- Primary Contact Last Name
- State Student ID
- District Admission Date
- Disability Condition
- Free/Reduced Lunch

- Building IRN
- District IRN
- State Reporting ID

The following figure shows an example of the Student List output file.



	A	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Middle Name	Last Name	Called Name	Student Number	SSN	BirthDate	Ethnicity	Gender	Locker	Locker Combination	Status
2	Test	defect	MMM		XXXX73360		7/3/2002	W	M			A
3	Test	defect	NNN		XXXX73361		6/5/2002	W	M			A
4	test	defect	OOO		XXXX01		4/7/2004	W	M			A
5	testing	defect	PPP		XXXX08		6/27/2008	W	M			A
6	AAA	FFF	QQQ		XXXX78		4/1/2000	W	M			A
7	BBB	GGG	RRR		XXXX76		12/29/1997	W	F	1		A
8	CCC	HHH	SSS		XXXX47		7/29/1993	W	M			J
9	DDD	JJJ	TTT		XXXX81		12/25/1995	W	F	677		A
10	EEE	LLL	TTT		XXXX94		4/20/1998	W	F			A

KRA-L List

The KRA-L List option creates the DataMap_Kral.csv export file.

The DataMap_Kral.csv export file contains the following columns:

- Last Name
- First Name
- Middle Name
- State ID
- Test Date
- Score
- Score Not Reported
- Accommodations
- School Year

The following figure shows an example of the KRA-L List output file.

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Middle Name	StudentId	TestDate	Score	Score Not Reported	Accommodations	School Year
2	Axxxxx	Axxxxx	Cnnnnn	1ac05fdb-.....	########	18	*	NO	2009
3	Fxxxxx	Bxxxxx	Mnnnnn	84d992ad-.....	########	24	*	NO	2009
4	Rxxxxx	Cxxxxx	Jnnnnn	c576ec12-.....	########	29	*	NO	2009
5	Fxxxxx	Dxxxxx	Annnnn	4fb67611-.....	########	21	*	NO	2009
6	Kxxxxx	Exxxxx	Ennnnn	e92ba0ac-.....	########	28	*	NO	2009
7	Bxxxxx	Fxxxxx	Jnnnnn	7c2d775c-.....	########	21	*	NO	2009
8	Mxxxxx	Gxxxx	Jnnnnn	b65a8989-.....	########	24	*	NO	2009
9	Wxxxxx	Hxxxxx	Jnnnnn	d5e5a7e4-.....	########		J	**	2009
10	Cxxxxx	Ixxxxx	Annnnn	88d83684-.....	########	27	*	NO	2009

District Roster for Medicaid Billing Export

Navigation: Home – Management – Import/Export – District Roster for Medicaid Billing Export

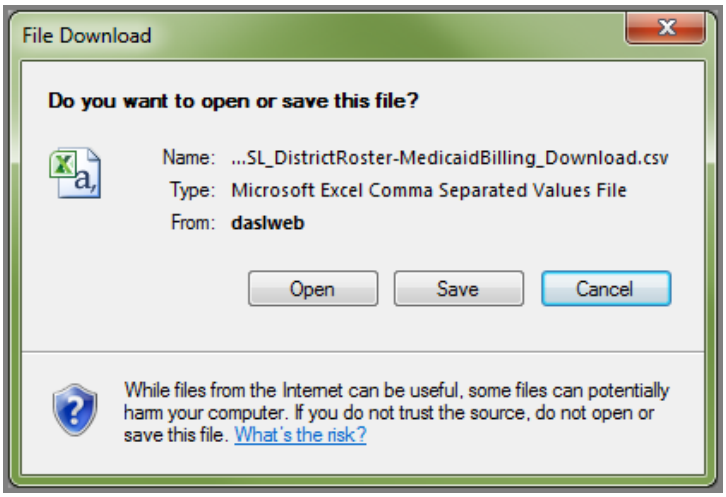
This export creates a file that includes all students in a district that are eligible for Medicaid and only includes students enrolled at some point during the reporting week for the school year in context. This export is used when collecting and reporting Medicaid eligibility information from the previous school year.

To collect pertinent Medicaid eligibility information from the previous school year:

1. Place a school (Xxxxxxx High School for example) in context that is within the school district (ABCD – Xxxxxxx City Schools for example) for which the Medicaid billing export is being run.
2. Change the school year in context from the current school year (2011/2012 for example) to the previous school year (2010/2011 for example).
3. Select **Management > Import/Export > District Roster for Medicaid Billing**.
4. Select the school district for which the Medicaid billing export is being run in the District Roster for Medicaid Billing screen.

Home » Management » Import/Export » District Roster for Medicaid Billing
District Roster for Medicaid Billing
ABCD - Xxxxxxx City Schools
Create Download File

5. Click **Create Download File**.
6. Click **Save** in the File Download window.

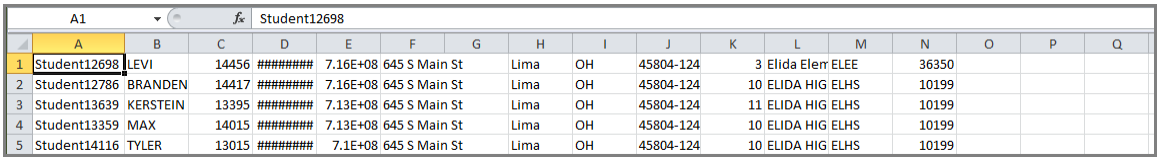

File Download
Do you want to open or save this file?
Name: ...SL_DistrictRoster-MedicaidBilling_Download.csv
Type: Microsoft Excel Comma Separated Values File
From: daslweb
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

7. Select the appropriate directory and click **Save** in the Save As window.

This file contains comma separated values and has a CSV file extension. The fields included in this file are:

- Student Last Name
- Student First Name (does not include middle name or initial)
- Student ID Number
- Birthday (in mm/dd/yyyy format)
- Social Security Number (without dashes or spaces between numbers)
- Address 1 (house number and street name, can include apartment number or building name)
- Address 2 (apartment number or building name)
- City
- State
- ZIP Code
- Grade Level (includes preschool, kindergarten and out-of-district)
- School Building Name
- School Building Code
- School Building IRN

The following figure shows an example of DASL_DistrictRoster-MedicaidBilling_Download.csv



A1 | Student12698

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Student12698	LEVI	14456	########	7.16E+08	645 S Main St		Lima	OH	45804-124	3	Elida Elem	ELEE	36350			
2	Student12786	BRANDEN	14417	########	7.16E+08	645 S Main St		Lima	OH	45804-124	10	ELIDA HIG	ELHS	10199			
3	Student13639	KERSTEIN	13395	########	7.13E+08	645 S Main St		Lima	OH	45804-124	11	ELIDA HIG	ELHS	10199			
4	Student13359	MAX	14015	########	7.13E+08	645 S Main St		Lima	OH	45804-124	10	ELIDA HIG	ELHS	10199			
5	Student14116	TYLER	13015	########	7.1E+08	645 S Main St		Lima	OH	45804-124	10	ELIDA HIG	ELHS	10199			

Battelle For Kids Export

Navigation: Home – Management – Import/Export – Battelle For Kids Export

The Battelle For Kids Export extracts the data for reporting to Battelle For Kids. The Battelle For Kids Export produces the following four extract files in Microsoft Excel format:

- **School Information** – Exports information about each school in the district
- **Employee Information** – Exports information about every employee in the district
- **Student Information** – Exports information about every student in the district regardless of whether they are withdrawn or actively enrolled

- **Class Roster Information** – Exports information about each course section assignment—including dropped course sections—for the students in the district for the school year. Only the latest instance of a single course section is reported for a student

Home » Management » Import/Export » Battelle For Kids Export
Battelle For Kids Export
From this screen, you can export data for a specific file format.
School Information
Export

eTranscripts

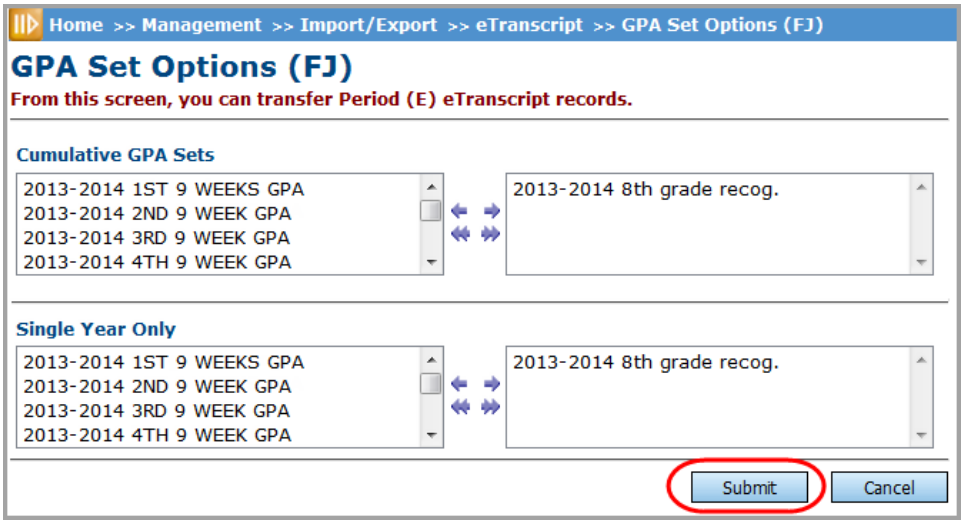
The eTranscript Transfer extracts students' high school transcript data that you can then submit electronically to U.S. colleges and universities participating in the eTranscript initiative.

When preparing to transfer eTranscript data, you can use the following screens to select options and see the data you are sending before you send it:

GPA Set Options (FJ) Screen

Navigation: Home – Management – Import/Export – eTranscript – GPA Set Options (FJ)

If you plan to send Student Academic Performance Summary (FJ) records in the transfer, in the **Cumulative GPA Sets** and **Single Year Only** multi-select lists, select the cumulative and/or single year GPA sets you want to include in the FJ transfer, and click **Submit**.


Home >> Management >> Import/Export >> eTranscript >> GPA Set Options (FJ)
GPA Set Options (FJ)
From this screen, you can transfer Period (E) eTranscript records.
Cumulative GPA Sets
2013-2014 1ST 9 WEEKS GPA
2013-2014 2ND 9 WEEK GPA
2013-2014 3RD 9 WEEK GPA
2013-2014 4TH 9 WEEK GPA
2013-2014 8th grade recog.
Single Year Only
2013-2014 1ST 9 WEEKS GPA
2013-2014 2ND 9 WEEK GPA
2013-2014 3RD 9 WEEK GPA
2013-2014 4TH 9 WEEK GPA
2013-2014 8th grade recog.
Submit
Cancel

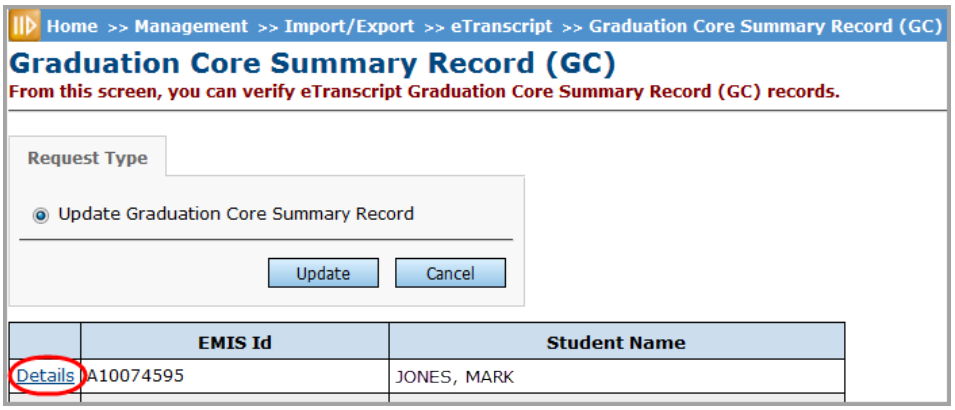
Graduation Core Summary Record (GC) Screen

Navigation: Home – Management – Import/Export – eTranscript – Graduation Core Summary Record (GC)

If you plan to send Student Core Summary (GC) records in the transfer, you can view each student's GC record information on this screen.

> ***Note:*** *If you have not yet created GC records, you must click* ***Update*** *to create these records to include in the eTranscript transfer. A grid displays a list of students with GC records created.*

To view a student's GC record, in the row of the student, click **Details**.


Home >> Management >> Import/Export >> eTranscript >> Graduation Core Summary Record (GC)
Graduation Core Summary Record (GC)
From this screen, you can verify eTranscript Graduation Core Summary Record (GC) records.
Request Type
Update Graduation Core Summary Record
Update
Cancel
EMIS Id
Student Name
Details
A10074595
JONES, MARK

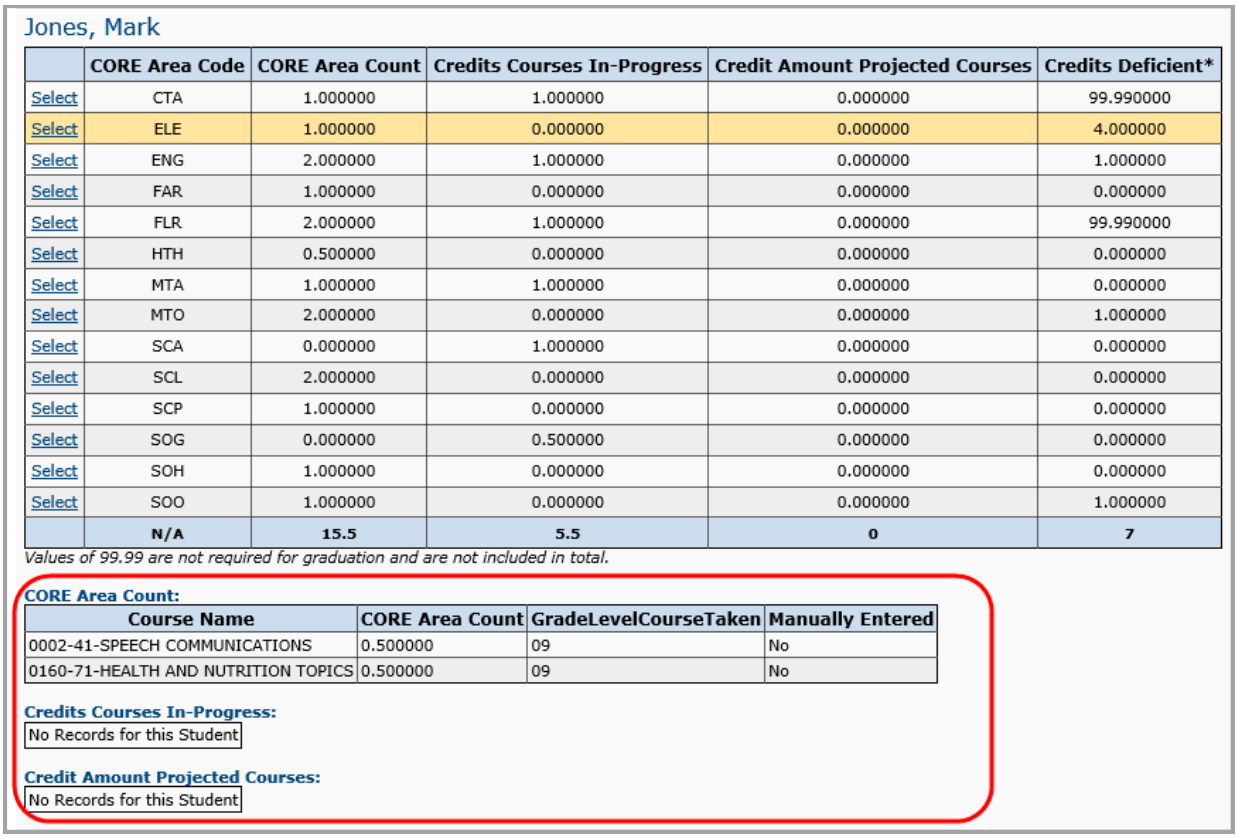
The student's GC record details display. To view credit information for a particular CORE area, in the row of the area, click **Select**.

Jones, Mark

	CORE Area Code	CORE Area Count	Credits Courses In-Progress	Credit Amount Projected Courses	Credits Deficient*
Select	CTA	1.000000	1.000000	0.000000	99.990000
Select	ELE	1.000000	0.000000	0.000000	4.000000
Select	ENG	2.000000	1.000000	0.000000	1.000000
Select	FAR	1.000000	0.000000	0.000000	0.000000
Select	FLR	2.000000	1.000000	0.000000	99.990000
Select	HTH	0.500000	0.000000	0.000000	0.000000
Select	MTA	1.000000	1.000000	0.000000	0.000000
Select	MTO	2.000000	0.000000	0.000000	1.000000
Select	SCA	0.000000	1.000000	0.000000	0.000000
Select	SCL	2.000000	0.000000	0.000000	0.000000
Select	SCP	1.000000	0.000000	0.000000	0.000000
Select	SOG	0.000000	0.500000	0.000000	0.000000
Select	SOH	1.000000	0.000000	0.000000	0.000000
Select	SOO	1.000000	0.000000	0.000000	1.000000
	N/A	**15.5**	**5.5**	**0**	**7**

Values of 99.99 are not required for graduation and are not included in total.

At the bottom of the window is a listing of courses by CORE area code that the student has taken, is taking or is scheduled to take, along with their credit values.


Jones, Mark

	CORE Area Code	CORE Area Count	Credits Courses In-Progress	Credit Amount Projected Courses	Credits Deficient*
Select	CTA	1.000000	1.000000	0.000000	99.990000
Select	ELE	1.000000	0.000000	0.000000	4.000000
Select	ENG	2.000000	1.000000	0.000000	1.000000
Select	FAR	1.000000	0.000000	0.000000	0.000000
Select	FLR	2.000000	1.000000	0.000000	99.990000
Select	HTH	0.500000	0.000000	0.000000	0.000000
Select	MTA	1.000000	1.000000	0.000000	0.000000
Select	MTO	2.000000	0.000000	0.000000	1.000000
Select	SCA	0.000000	1.000000	0.000000	0.000000
Select	SCL	2.000000	0.000000	0.000000	0.000000
Select	SCP	1.000000	0.000000	0.000000	0.000000
Select	SOG	0.000000	0.500000	0.000000	0.000000
Select	SOH	1.000000	0.000000	0.000000	0.000000
Select	SOO	1.000000	0.000000	0.000000	1.000000
	N/A	15.5	5.5	0	7

Values of 99.99 are not required for graduation and are not included in total.

CORE Area Count:

Course Name	CORE Area Count	GradeLevelCourseTaken	Manually Entered
0002-41-SPEECH COMMUNICATIONS	0.500000	09	No
0160-71-HEALTH AND NUTRITION TOPICS	0.500000	09	No

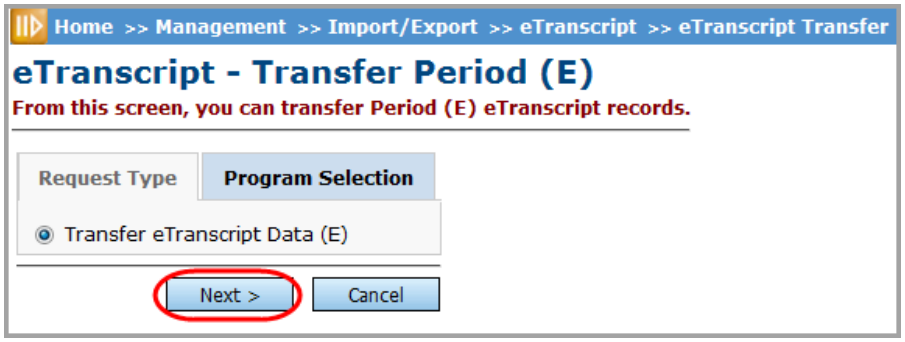
Credits Courses In-Progress:
No Records for this Student

Credit Amount Projected Courses:
No Records for this Student

eTranscript Transfer

Navigation: Home – Management – Import/Export – eTranscript – eTranscript Transfer

1. On the **Request Type** tab, click **Next**.

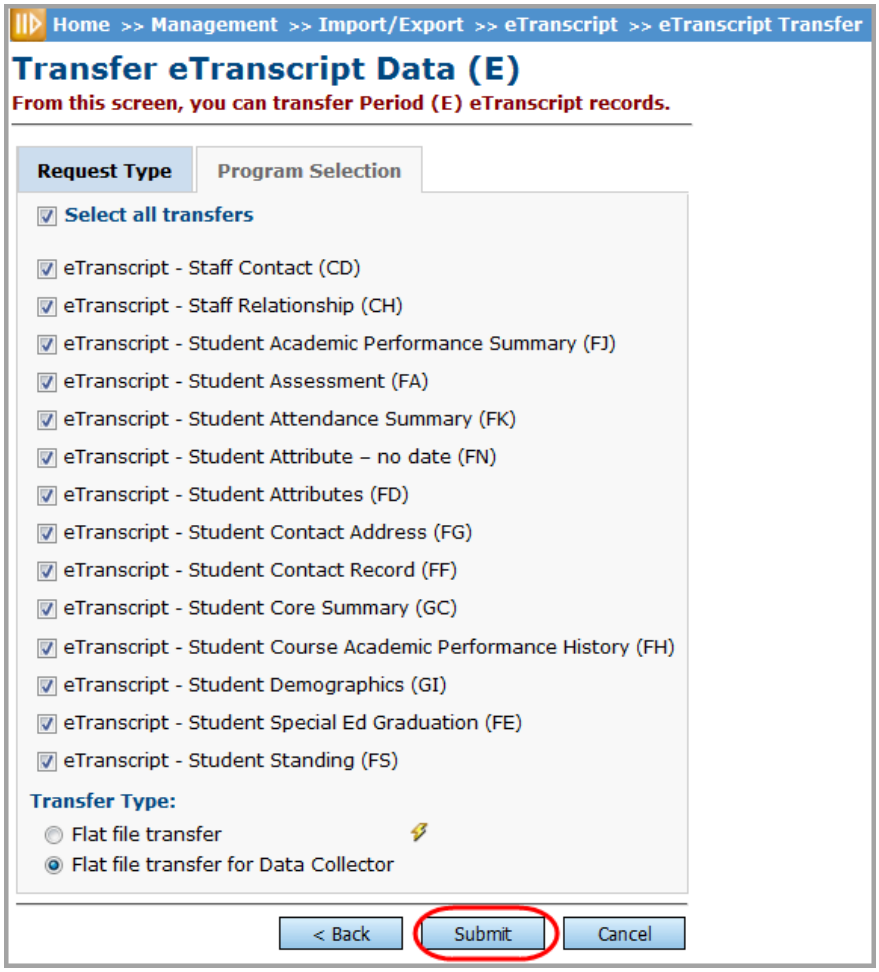

Home >> Management >> Import/Export >> eTranscript >> eTranscript Transfer
eTranscript - Transfer Period (E)
From this screen, you can transfer Period (E) eTranscript records.
Request Type
Program Selection
Transfer eTranscript Data (E)
Next >
Cancel

2. On the **Program Selection** tab, select the check box beside each student and/or staff record you want to include in the transfer. Or, to include all records, select the **Select all transfers** check box.
3. In the **Transfer Type** section, select a file transfer type as follows:

- **Flat file transfer** – Creates a flat file that you must manually load into the Data Collector

- **Flat file transfer for Data Collector** – Creates a flat file, moves the flat file into the Data Collector and stores it in a subdirectory named with your district's unique district code. (This is the most commonly selected option.)

4. Click **Submit**.


Home >> Management >> Import/Export >> eTranscript >> eTranscript Transfer
Transfer eTranscript Data (E)
From this screen, you can transfer Period (E) eTranscript records.
Request Type
Program Selection
Select all transfers
eTranscript - Staff Contact (CD)
eTranscript - Staff Relationship (CH)
eTranscript - Student Academic Performance Summary (FJ)
eTranscript - Student Assessment (FA)
eTranscript - Student Attendance Summary (FK)
eTranscript - Student Attribute – no date (FN)
eTranscript - Student Attributes (FD)
eTranscript - Student Contact Address (FG)
eTranscript - Student Contact Record (FF)
eTranscript - Student Core Summary (GC)
eTranscript - Student Course Academic Performance History (FH)
eTranscript - Student Demographics (GI)
eTranscript - Student Special Ed Graduation (FE)
eTranscript - Student Standing (FS)
Transfer Type:
Flat file transfer
Flat file transfer for Data Collector
< Back
Submit
Cancel

A confirmation message displays, indicating the eTranscript job has been submitted.